

TITLE: Museum Director
SUPERVISOR: Director of Strategic Initiatives
UPDATED: March 22, 2017

POSITION SUMMARY

The museum director is an entrepreneurial program manager with advanced events planning experience who will continue to advance the reputation of the McCormick Bridgehouse & Chicago River Museum as a must-see destination while managing the day to day operations of the museum.

Reporting to Friends' director of strategic initiatives and working in tandem with development and communications staff, the museum director will be responsible for all events, operations, programming, marketing, outreach and other aspects relating to the Bridgehouse Museum and, in that regard, is responsible for ensuring that it serves the mission of Friends of the Chicago River and meeting the financial and programmatic goals of the organization.

The museum director will have the unique opportunity to develop and implement a growth-oriented, dynamic annual operations and marketing plan, capitalizing on the Bridgehouse Museum's incredible Michigan Avenue location, position on the Chicago Riverwalk, historic and environmental connection, and success to date.

Currently open six months a year, the McCormick Bridgehouse & Chicago River Museum is located inside the landmark southwest tower of the Michigan Avenue Bridge (officially DuSable Bridge), at the historic site of Fort Dearborn. The museum director works predominantly on site during the season and has an office space as well at Friends' office.

RESPONSIBILITIES

The Museum director will be responsible for developing a sound business plan that reflects annual income and attendance goals and creating and executing standard operating guidelines as they pertain to the opening and daily running of the Bridgehouse Museum. Ongoing responsibilities will include:

Management and Operations

- Hire, train and supervise Bridgehouse Museum staff, interns and volunteers
- Develop and execute the annual Bridgehouse Museum operations plan
- Prepare and manage the Bridgehouse Museum budget
- Develop and execute a long-term strategic plan for sustainable operations
- Oversee all aspects of museum operations and maintenance
- Identify and manage relationships with vendors and service organizations
- Serve as primary point person for all Bridgehouse Museum inquiries and operations issues including but not limited to the City of Chicago, vendors, utilities, rentals and tours
- Continually evaluate and work to enhance Bridgehouse Museum guest services to ensure an excellent visitor experience

Events Management

- Plan and execute in-house events at the Bridgehouse Museum, such as Bridgelifft Breakfasts, private rentals, and special events
- Book, promote and maintain events calendar and ensure proper staffing for each event
- Coordinate planning and implementation of Bridgehouse Museum Committee fundraising event, Friends' Summer Cruise

Marketing, Development, and Communications

- Develop and execute a marketing and communications plan to boost attendance and aid in the increase of self-generated revenue
- Develop content for museum and Friends' websites, social media, media releases, and other publications/media
- Manage/update museum website, bridgehousemuseum.org, and museum social media
- Manage the Bridgehouse Museum Committee to help raise funds for and awareness of the museum
- Manage communications intern to increase museum's marketing capacity and impact

- Build and maintain relationships and promotional opportunities with various organizations (e.g., cultural institutions and attractions, tourist services, hotels, boat companies, chambers of commerce, city departments)
- Market the Bridgehouse as a premier special event rental location and manage special event contracts and events
- Work with development director to coordinate Friends' member benefits at the museum and other fundraising opportunities
- Serve as an ambassador for the Bridgehouse Museum and Friends to other organizations, including sponsors, business associations, government officials, cultural and educational organizations, and tourism agencies

Museum Programming

- Continually evaluate and work to enhance Bridgehouse Museum programs, staff, and volunteer interpretive efforts
- Identify and develop creative educational programs that raise awareness of the Chicago River and complement Friends' other programs, such as audio tours
- Work with education and outreach team to support museum program goals and objectives
- Coordinate the implementation of all museum-based programs and partnerships

QUALIFICATIONS

- A bachelor's degree or higher in education, museums, nonprofit management or related field
- A minimum of six years' experience with several in a management position with staff reporting
- Excellent verbal and written communication skills
- Demonstrated leadership qualities, including strategic thinking, strong interpersonal skills, sound judgment and the confidence and ability to build quality working relationships at all levels
- Excellent writing and communications skills
- Ability to manage all aspects of running a guest intensive operation, including problem solving skills that will support both the staff and the visitor
- A strong commitment to providing excellent customer satisfaction and the ability to develop measurable criteria
- Fluency in basic accounting (how to read a Profit & Loss Statement) and cash handling procedures and proficiency in MS Office, market research, budgeting and reporting
- Knowledge about or interest in the main themes in the Bridgehouse Museum
- A passionate belief in improving the environment in general and the Chicago River specifically
- Ability to serve with alacrity

The museum director is expected to staff the Bridgehouse as needed, which may include evenings and weekends, and engage in planning, events and other financial enhancement activities during the off season.

APPLICATION PROCESS

Please email a resume and cover letter as a PDF file describing: 1) your interest in this position, 2) the ways in which you satisfy the qualifications specified above, and 3) salary requirements.

Please send these materials via email to jobs@chicagoriver.org. Please use the subject line: **Bridgehouse Museum Director**. No calls, direct emails, or snail mail please. Applications will be accepted until the position is filled.

Friends of the Chicago River is an equal opportunity employer. We value a diverse workforce and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.