

## Executive Director of NMC Dennon Museum Center

### General Information

<b>Employer</b>	Northwestern Michigan College	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	President	<b>Department:</b>	Dennon Museum Center
<b>Job Title:</b>	Executive Director of NMC Dennon Museum Center	<b>Location:</b>	Dennon Museum

### Position Summary

The Dennon Museum Center is a flagship component of Northwestern Michigan College and the major public cultural center for the arts in Northwest Michigan. The Museum Center plays an important role as a main connector to international arts and cultures. As such, the position of Executive Director of NMC Dennon Museum Center requires a connector who is entrepreneurial, innovative and curious. This hands-on position provides planning, vision and direction for the Dennon Museum Center and manages its operations consistent with the goals of the college and the professional standards of the American Alliance of Museums.

### Essential Responsibilities

(Critical) Maintain community relations and media relations.

(Critical) Establish and communicate the vision, mission and goals for the museum.

(Critical) Administer the selection, organization, scheduling, installation and promotion of the museum's exhibitions, concerts and educational programs consistent with the museum's mission and vision.

(Critical) Administer and develop the museum's collections as defined by the museum's collection's management policy.

(Critical) Support museum fundraising and membership development efforts in collaboration with the Resource Development office.

(Critical) Serve as an active member in local, statewide and national professional organizations for the cultural field. Serve on their boards when invited, be engaged in the mission of the organizations, and attend conferences when appropriate.

(Critical) Generate programming that attracts state and national and international attention, consistent with the museum's mission and generates interest on the part of cultural leaders and the museum visitor.

(Critical) Monitor the museum building for required maintenance, environmental control, and security and coordinate the required services to maintain as needed with the Director of Facilities

Partner with leaders within the College to facilitate use of the Museum Center as a valuable resource for programs and areas of study. Assist with Museum team the set-up and take-down of exhibits

(Critical) Prepares and manages the department's budget.

(Critical) Carries out supervisory responsibilities in accordance with NMC's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing employees; addressing performance problems or gaps.

## Foundational Competencies

**ETHICAL BEHAVIOR AND INTEGRITY** Displays honesty, trustworthiness, and ethical behavior. Earns respect. Behaves in a straightforward manner with others with no hidden agendas. Builds trust and credibility through reliability and authenticity. Leads by example; words and actions are consistently aligned.

**COMMITMENT TO LIFELONG LEARNING** Actively pursues learning and development. Stays current in content area, acquiring and refining technical and professional skills.

**COMMITMENT TO QUALITY SERVICE, RESPONSIBLE STEWARDSHIP, CONTINUOUS IMPROVEMENT** Displays a commitment to excellence and to providing quality service to learners, co-workers, or others they serve. Consistently seeks feedback and looks for ways to improve service, promote quality, and make effective use of college resources.

**CREATING/CONTRIBUTING TO A CULTURE OF INNOVATION and THOUGHTFUL RISK-TAKING** Creates/contributes to an environment of safety and trust. Seeks to solve problems rather than affix blame. Willing to experiment and learn.

**AGILITY/ ADAPTABILITY/ TOLERANCE FOR AMBIGUITY** Easily adjusts to organizational and environmental changes; adapts responses and tactics to shifting or evolving situations; deals effectively with ambiguity and uncertainty.

**VALUING ALL PEOPLE** Genuinely interested in others. Shows concern and empathy for others. Shows patience, understanding, and acceptance of people with varied backgrounds and perspectives. Treats learners, co-workers, and direct reports respectfully and fairly.

**COLLABORATION/TEAMWORK** Actively and enthusiastically works with others to achieve a shared common goal. Gives credit and recognition to those who have contributed. Shares information and own expertise with others to enable them to accomplish group goals. Creates a sense of belonging in the team, a culture of inclusion. Collaborates across boundaries. Looks at problem solving at the institutional level (not just in own area or department). Open to sharing resources, working with other departments and organizations.

**ACCOUNTABILITY/PERSONAL RESPONSIBILITY** Meets commitments and keeps promises; gets things done. Acknowledges and learns from mistakes. Holds self and others accountable. Takes responsibility for achieving goals.

## General Competencies

## Level

### **Building Effective Relationships**

Competency Source: Internal

*Importance: Critical*

Relates well with all kinds of people in a variety of situations. Develops and maintains effective communication and relationships. Demonstrates understanding, friendliness, courtesy, tact, and empathy to others. Is approachable; makes time for others. Is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

### **Advanced**

Level 5 Advanced: Develops and proactively uses networks, both inside and outside the college; presents controversial findings tactfully in even the most sensitive situations; mediates disputes; approaches even the most difficult situations with empathy and interest.

### **Communications / Active Listening**

Competency Source: Internal

*Importance: Critical*

Has good sense of who needs to know what and keeps others informed. Communicates in a clear, concise, organized, and compelling manner. Gives others their full attention; listens without interrupting. Seeks to understand others' points of view.

### **Advanced**

Level 5 Advanced: listens openly and non-defensively; asks probing, insightful questions to gain critical information; composes effective communications regarding highly sensitive matters.

Interprets both the words spoken and the non-verbal cues used by others.

**Global Awareness / Internationally Skilled**

Competency Source: Internal

Importance: *Important*

Understands the complexities and interdependency of world events and issues. Understands one's own culture and history in relationship to others. Is open to new opportunities, ideas and ways of thinking. Is self-aware about identity and culture; demonstrates sensitivity and respect for differences.

**Proficient**

Level 3: Understands the complexities and interdependency of world events and issues; understands one's own culture and history in relationship to others; is open to new opportunities, ideas and ways of thinking; is comfortable with ambiguity and unfamiliar situations.

**Strategic Understanding / Leadership**

Competency Source: Internal

Importance: *Critical*

Explains how their role supports NMC's mission and vision. Recognizes opportunities to help the organization accomplish its goals. Considers a broad range of internal and external factors in establishing goals and priorities. Consistently ensures a fit between individual or group actions and the organizational mission/strategy.

**Advanced**

Level 5 Advanced: Considers a broad range of internal and external factors; can anticipate future consequences and trends accurately; stays aware of strategic/external environment; has broad knowledge and perspective; can articulate credible visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Functional Competencies	Level
<p><b>Business Knowledge / Business Sense / Understands How Business Works (Generic)</b> Competency Source: Internal Importance: <i>Very Important</i></p> <p>Understands NMC's financial model—the elements that affect NMC's financial viability/sustainability. Knows how businesses work. Knowledgeable about how policies, practices, trends, technology, and information affect an organization. Knows the competition. Is aware of how strategies and tactics work in the marketplace.</p>	<p><b>Proficient+</b></p> <p>Level 4 Proficient +: Somewhat greater than Proficient: Evaluates and reacts to current market conditions; sees how trends in one area impact other areas; sources and implements industry best practices; looks for ways to build external awareness within the organization.</p>
<p><b>Communicating a Shared Vision (Generic)</b> Competency Source: Internal Importance: <i>Critical</i></p> <p>Encourages the development of a common vision. Demonstrates openness to new ideas. Is decisive; influences, inspires, motivates, and challenges others to accomplish goals aligned to those of the organization's vision</p>	<p><b>Proficient+</b></p> <p>Level 4 Proficient +: Somewhat greater than Proficient: Ensures others are committed to shared organizational values and goal accomplishment; shows others how their long-term interests can be realized by enlisting in a common vision.</p>
<p><b>Courage (Generic)</b> Competency Source: Internal Importance: <i>Critical</i></p> <p>Deals in a straightforward manner with difficult issues; addresses them before they become major problems. A strong voice, candid but tactful, diplomatic. Will speak up, stand alone, if necessary. Will challenge the status quo when change is needed (e.g. policy changes to better serve learner or co-workers.) Takes tough, principled stands even if they are unpopular. Has the courage to make decisions that may not be immediately understood; makes hard decisions even when unpopular.</p>	<p><b>Proficient+</b></p> <p>Level 4 Proficient +: Somewhat greater than Proficient: Expresses informed positions with confidence; asserts ideas and viewpoints confidently; avoids unnecessary delays in making decision; shows a bias toward action; does not waver unless new, compelling information emerges; knows when to ask for help or additional input; not afraid to seek feedback; addresses difficult issues in a timely manner; doesn't allow problems to fester.</p>

**Decision Making (Generic)**

Competency Source: Internal

*Importance: Critical*

Makes sound, well-informed, and objective decisions. Perceives the impact and implications of decisions. Commits to action, even in uncertain situations, to accomplish organizational goals.

**Advanced**

Level 5 Advanced: Makes decisions that are complicated by the number and nature of existing controls, regulatory guidance, overlapping requirements, or organizational considerations that have an impact on the ability to apply established methods; implements operational decisions when consequences include adverse impact.

**Developing Others (Generic)**

Competency Source: Internal

*Importance: Critical*

Enables, empowers people to perform at their highest levels. Builds on people's strengths. Recognizes different kinds of contributions. Makes people feel valued. Has a genuine affection for people they lead; has empathy, compassion. Trusts people who work for them. Motivates, inspires others. Believes people are capable of learning and change. Coaches, trains, mentors, and guides rather than dictates. Develops leaders, not followers. Shares their knowledge. Creates opportunities for others to lead, take on new responsibilities. Ensures each employee has a compelling professional development plan aligned with organizational goals.

**Proficient+**

Level 4 Proficient +: Somewhat greater than Proficient: Gives honest feedback on performance, strengths and opportunities; understands the team member's career aspirations; provides regular coaching; recognizes accomplishments at every opportunity; motivates team members to excel; provides resources for career growth.

**Measuring Results (Generic)**

Competency Source: Internal

*Importance: Critical*

Can identify useful outcome and process measures. Disciplined in listening to learners, stakeholders; monitoring measures. Can conceptualize, apply, analyze, synthesize, and evaluate information gathered from observation, experience, reflection. Can use measurements to make sound decisions, judgments, and/or predictions.

**Proficient**

Level 3: Able to determine what measures will be most useful in assessing "success" for their unit or team; designs feedback loops and tracking processes into work; uses findings for continuous improvement efforts.

**Political Savvy (Generic)**

Competency Source: Internal

*Importance: Critical*

Accurately reads situations and organizational and external realities (e.g., recognizes key power relationships, understands critical social networks, spots potential conflicts); understands the political arena of the community and the culture of an education environment; has the patience and skill to work through bureaucracy or other system barriers.

**Proficient**

Level 3: Knows how to get things done through formal channels and the informal network; anticipates where the land mines are and plans his/her approach accordingly.

**Presentation Skills (Generic)**

Competency Source: Internal

*Importance: Critical*

Makes clear and effective formal presentations. Uses audiovisual aids, technology tools, and other supporting material effectively. Adapts communication for different audiences. Handles questions and answer sessions well.

**Proficient**

Level 3 Proficient: Presents facts and ideas clearly and concisely in a well-organized sequence; speaks formally with confidence and ease when presenting new topics; uses visual aids effectively to emphasize points; fields spontaneous questions effectively.

**Setting Priorities (Generic)**

Competency Source: Internal

*Importance: Critical*

Effectively handles conflicting priorities and demands; knows when to say "no," or to let some tasks go; spends his/her time and the time of others on what's important; focuses on key objectives, not minor detail.

**Advanced**

Level 5 Advanced: Can quickly see what will help or hinder accomplishing a goal; creates focus and eliminates roadblocks for self and others.

**Thoughtful Risk Taking (Generic)**

Competency Source: Internal

*Importance: Critical*

Balances the potential value of opportunities in the work environment with the potential risks. Encourages innovation.

**Proficient**

Level 3 Proficient: Recognizes and acts on opportunities that have strong potential for success; realistically assesses liabilities and potential payoffs before committing to major departures from existing procedures; mitigates risk by piloting objectives before implementing something new across the campus.

**Leadership****Scope**

Directs a department

**Activities**

- Conduct employee progress reviews & performance evaluations
- Establish work schedules
- Instruct and train others
- Interview candidates
- Recommend terminations
- Build consensus by drawing together the ideas of others
- Take calculated and responsible risks
- Provide guidance and stability
- Share special or technical information with others
- Guide or facilitate projects
- Discipline employees
- Recommend salary actions
- Manage expenses
- Bring commitment and drive into the workplace.
- Lead by example
- Serve as a spokesperson or advocate
- Assign work activities
- Approve salary actions
- Plan work
- Recommend promotions
- Serve as a role model
- Empower others to take responsibility and to be accountable
- Develop and execute strategic plans

**Subordinates**

Direct: 5

Indirect: 4

**Tools and Equipment**

A3s

Cell Phone

Content Management System

Desk Top Computer

Digital and 35mm camera

Google Mail

**Education and Experience**

**Preferred Education:** Master's Degree

**Preferred Experience:** Between 5 and 10 years

### Work Environment

<u>Lifting Activities</u>	<u>Weight</u>	<u>Height</u>	<u>Distance</u>	<u>Frequency</u>
Most Frequently Lifted Object	10 - 19 lbs.	Chest level	1 - 9 feet	Several times per week
Heaviest Object Lifted	30 - 39 lbs.	Waist level	1 - 9 feet	Occasionally

### Non-Lifting Repetitive Activities

- Arm Movement Several times per day
- Gripping Several times per day
- Sitting Continuously
- Standing Several times per day
- Stooping Occasionally
- Stretching Occasionally
- Talking Continuously
- Typing Several times per day
- Walking Several times per day
- Writing Several times per day

### Other Physical Demands

- Close visual work
- Extended work hours
- Prolonged visual work
- Travel (less than 10%)
- Climbing ladders

### Mental Demands

- Complicated Planning
- Exercising Independent Judgment
- Minimal Guidance or Direction
- Persuading Others
- Rapid Decision Making

### Other Challenges

- Precise accuracy requirements
- Production deadlines
- Protecting the physical safety of others

### Licenses and Professional Certifications

None Required

### Qualifications

Able to assess quality in the visual and performing arts for the purpose of developing the museum's collections, exhibition and performing programs.

Bachelor's degree required

Computer skills, including knowledge of Internet, email, calendaring software required

Demonstrated ability to coordinate, organize and promote exhibitions and concert programming and/or oversee the same.

Demonstrated ability to design, layout, install, and light exhibitions working with museum's staff and volunteers.

Demonstrated ability to raise funds via grant writing and donor engagement.

### Contacts with Others

<u>Internal Contacts</u>	<u>Purpose</u>	<u>Frequency</u>
Employees in your function	Direct Activities	Daily
Managers in your function	Interact with or advise	Once per week
Senior executives in your function	Interact with or advise	Once per week
Employees in departments outside your function	Interact with or advise	Once per week
Managers in departments outside your function	Interact with or advise	Once per week

Senior executives outside your function  
Executive leadership  
Board of Directors

Interact with or advise  
Share Information  
None/Very Little Contact

Once per week  
Monthly  
None/Very little contact

**External Contacts**

Vendors, Suppliers, Subcontractors  
Accountants, Attorneys, Consultants  
Strategic Business Partners  
Customers

**Purpose**

Interact with or advise  
None/Very Little Contact  
Interact with or advise  
Share Information

**Frequency**

Once per week  
None/Very little contact  
Several times per week  
Several times per week