STATE OF COLORADO invites applications for the position of:

Museum Director, Center for Colorado Women's History

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver, CO 80203

SALARY: $4,868.00 Monthly

OPENING DATE: 03/14/22

CLOSING DATE: 03/28/22 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

Establish and cultivate community relations within Colorado with partnerships and connections in programs, events, education, exhibits, meetings and other strategic ways that expand the museum's audience base and its ability to implement History Colorado's mission in this part of Colorado.

As the chief administrator of the museum, collaborate with different divisions within History Colorado to accomplish the museum's goals in programming, facility maintenance, collection
needs, and finances. Monitor and manage the budget to meet strategic goals; grow museum revenue; prepare and submit regular progress reports; manage a team of paid and unpaid staff at the museum.

Manage a dynamic museum space and experience that encourages visitation from the community, surrounding region, and tourists. Create and oversee revenue-generating museum education programs in collaboration with Education Coordinators on-site and supporting the Community Museums Division. Collaborate with groundskeeping staff, volunteers, and History Colorado Facilities Division to manage the historic house and grounds.

- Serves as a key participant in long-term planning for the facility.
- Assesses community needs and works with History Colorado colleagues to develop and implement programs, systems and services that address those needs, align with mission, and are sustainable.
- Participates in the planning, development and implementation of exhibitions, educational programs and collections use.
- Develops annual goals, implementation strategies, budgets and metrics to measure achievement.
- Administers programs and manages the facility.
- Assembles, trains and supervises team of paid and unpaid staff
- Monitors budgets and progress toward goals.
- Prepares and submits monthly progress reports and participates in regularly scheduled meetings with History Colorado staff, including fellow community museum property managers.
- Manages and monitors museum gift shop sales and inventory.
- Manages the safe, efficient operation of the facility.
- Plans capital construction and maintenance projects and ensures all on-site work meets the Secretary of State Standard for Preservation as a National Register or National Landmark property, as well as other federal or state laws relating to historic preservation, water, wildfire mitigation, fuel containment and risk management.
- Works with the Collections Division to plan use of collections materials for exhibition or educational purposes and oversees the stewardship of collections materials on the property.
- Works with the Divisions of Facilities, Collections and Marketing to develop and implement a disaster preparedness plan.
- Ensures paid and unpaid staff is adequately trained.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

- Degree in business, historic preservation, history, and experience in program or facility management, public relation, or related field.
- Excellent communications skills and public service experience.
- Must have a collaborative approach when volunteers and interns.

**SUPPLEMENTAL INFORMATION:**

Effective February 3, 2022, all employees are required to attest to and verify that they are fully vaccinated for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit Welcome to Your Future in Colorado.
A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.McCoy@state.co.us.

HOW TO APPLY: Please submit an online application for this position at https://www.governmentjobs.com/careers/colorado. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:
Online is the preferred method of applying for this announcement, but if you need help, please contact Dany McCoy at Dany.McCoy@state.co.us

DEPARTMENT CONTACT INFORMATION:
Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

DEPARTMENT WEBSITE: http://www.coloradohistory.org

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Museum Director, Center for Colorado Women's History Supplemental Questionnaire

1. Describe a successful program, policy, practice, or project that you have implemented at a museum.

2. Describe your philosophy of working with community members and partners.

3. History Colorado staff has been working together in response to the events that happened last year to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?
* Required Question