



**Museum Operations Manager  
Escondido Children's Museum**

**JOB ANNOUNCEMENT**

***ORGANIZATION OVERVIEW***

Mission:

The mission of Escondido Children's Museum (ECM) is to inspire children to learn about our world through exploration, experimentation and imagination.

Core Ideology:

- Children need a special, attractive, safe place where they can do what they do best, learn through playing.
- Children, families and the community benefit from "family learning," in which families spend time together with fun and educational activities.
- Interdisciplinary and hands-on learning cultivates children's multiple interests and abilities.
- Teaching children to respect and celebrate cultural diversity helps them understand themselves and builds bridges to understanding other places and times.

Vision:

ECM fills a community need by offering a wholesome, educational and appealing gathering place for families, schools and other groups that serve children. ECM programs and exhibits cultivate school readiness and lifelong learning as only a children's museum can. ECM affirms diverse children as they develop and helps them understand the world they will inherit.

For additional information about ECM, please visit [www.escondidochildrensmuseum.org](http://www.escondidochildrensmuseum.org).

***POSITION OVERVIEW***

An exciting opportunity exists for a motivated and dedicated individual to become the Museum Operations Manager for ECM. Reporting to the Executive Director this position oversees all operations in connection financial reporting and budget management; contract and vendor management; fulfillment of human resources administration; assisting with evaluating earned income opportunities; museum administration and information systems, and the admissions area of the museum. Serves as a member of the management team, playing a key role in charting the museum's future, while fostering accountability for meeting its annual operating goals within and across departmental boundaries. Has exposure and involvement with strategic partners and volunteers, and museum staff across all departments and demonstrates passion for hands-on learning in elementary age children in a children's museum environment.

## **RESPONSIBILITIES**

### Administration/Operations:

- Supervises museum operations, including admissions, maintenance, security, telephones, supplies, retail store, reception area, and public use of building facilities
- Evaluates and maximizes earned income opportunities
- Recruits, hires, trains, supervises and evaluates administrative staff at least once a year
- Develops strategies to enhance visitor experience and increase earned revenue by increasing visitor and special events
- Manages employee benefits administration including relationships with benefits vendors and assist with periodic competitive review processes
- Develops an effective performance assessment process and employee retention strategies
- Enhances human resources policies and procedures
- Ensure organizational compliance with employment laws and regulations
- Annually reviews insurance program and recommend changes to the Executive Director
- Collaborates with staff accountant to oversee payroll processing and serve as backup as necessary
- Develops strategies for membership enhancement, fulfillment, tracking, sales and renewals
- Develops and executives audience and diversity outreach strategies
- Supervises the development and maintenance of a volunteer database to ensure placement of volunteers by expertise, availability, and museum needs
- Supervises building maintenance including heating, ventilation, and air conditioning systems, and utilities
- Develops and implement standards of cleanliness
- Develops procedures and policies for security of museum assets, staff, volunteers, and visitors
- Develops emergency procedures
- Schedules public use of building facilities and coordinates staffing and supplies for special such events
- Member of management team, establishing museum directions and priorities, and ensuring that implementation strategies prove effective
- Other duties as assigned

### Accounting and Finance:

- Enhances financial and internal control processes and policies
- Develops systems and tools to facilitate the effective management of resources
- Collaborates with staff accountant on accounting database management to ensure integrity and timeliness of reporting of department, project and fund activities
- Understands accounting data and reports on projects, programs and grants to provide input for required reports to funding providers
- Develops budget tracking systems to ensure accurate and timely management of projects such as special events
- Serves as primary vendor contact for contract negotiations and relationship management
- Ensures compliance with organization-wide fiscal policies and procedures
- Reviews, develops, and implements systems of inventory control and purchasing
- Develops management reporting tools and support funding opportunities

## **CANDIDATE REQUIREMENTS**

Education: Bachelor's degree in nonprofit management, education, business or public administration, social sciences or science, marketing, communications or a closely related field. Master's degree in related field highly-desirable.

Experience: The successful candidate ideally will demonstrate a commitment to the ECM mission, as well as extensive knowledge and competencies in the following:

- Minimum of 5 years of progressive management experience, preferably in a nonprofit and/or museum setting
- Minimum of 2 years of human resources administration experience resulting in knowledge of personnel practices and employment laws, office procedures and management
- Strong analytical, organizational and project management skills, with outstanding attention to detail
- Excellent written and verbal communication skills, with the ability to engage and work closely with colleagues, vendors and contractors
- Ability to plan, coordinate, and direct a complex financial operation, including personnel management
- Demonstrated success in producing reliable reporting tools, improving processes and leading special projects
- Demonstrated success in negotiating contracts, evaluating services and developing vendor relations
- Identifying and developing collaborative partnerships for program enhancement
- Execution of marketing, public relations, media and new media campaigns and elements
- Committee management, development and cultivation
- Ability to operate both independently and on team projects, take initiative and follow-through
- Experience working with individuals from diverse cultural, ethnic, economic, educational, age and gender backgrounds
- Demonstrates highest standards of integrity and professional conduct
- Excellent organizational, interpersonal, written, verbal and public speaking communication skills
- Ability to plan and execute complex projects
- Supervisory experience, preferably a member of senior management

Other: Excellent computer and IT skills with proficiency in Microsoft Word, Excel, Publisher, PowerPoint and Outlook and in managing a fundraising database.

### ***DETAILS***

Compensation: The ECM Museum Operations Manager position offers a competitive salary and benefits to be negotiated with a successful candidate commensurate with experience.

Status: The position is full-time, salaried and requires some work on evenings and weekends for special programs and events.

Location: ECM is located in the California Center for the Arts, Escondido within historic Grape Day Park, in Escondido, California, within San Diego County.

### ***APPLICATION PROCEDURES***

To be considered for this position, please send resume, salary requirements and a detailed, thoughtful cover letter describing your skills, experience, qualifications and interest in the position and the nonprofit sector in confidence to:

E-mail: [jobs@escondidochildrensmuseum.org](mailto:jobs@escondidochildrensmuseum.org)

Subject Line Reference: Museum Operations Manager

**Application deadline is Monday, February 16, 2010.**

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