

## Job Description

Big Sandy Heritage Center Museum Executive Director  
Pikeville, KY

The director of the Big Sandy Heritage Center Museum is the chief executive of the museum, responsible for the general and fiscal leaderships, as well as management of the organization, including programs, exhibits, partnerships, fundraising, budgets, and internal/external relations.

## Purpose

The director provides leadership for the management of a dynamic historical and cultural arts institution. With the assistance of the museum board, the director facilitates financial growth, management, program and collection development, and outreach.

## Supervision

The director operates under the general supervision and direction of the museum board of directors and provides direct and indirect supervision to staff and volunteers.

## Vital Functions

- Serves as the principal adviser to the Big Sandy Heritage Center Museum Board of Directors.
- Directs the day-to-day operations of the museum following the policies set by the Board of Directors
- Maintains museum collections through preservation and cataloging
- Plans and executes engaging displays and exhibits
- Plans and coordinates special programs and events
- Plans and executes social media marketing including Facebook, Twitter, and Instagram.
- Plans and oversees the museum's budget
- Documents and reports museum statistics
- Cultivates relationships with stakeholders for fundraising, outreach, and development of museum collections.
- Works closely with city and county administrations as well as local agencies and non-profit organizations.
- Ensures the operations and administration of the museum are in compliance with local, state, and federal regulations.
- Maintains knowledge of current trends and best practices in museum collections and services.

## Additional Expectations

- Attend meetings of the Big Sandy Heritage Center Museum Board of Directors and is expected to attend meetings of the City of Pikeville Board of Commissioners and the Pike County Fiscal Court on a quarterly basis.
- Attend professional conferences, workshops, and webinars.
- Work Saturday and evening hours as required.
- Other duties and special projects as assigned.

## Essential Skills

- Must present an overall professional appearance and image.

- The director must interact effectively with many constituencies: volunteers/docents, students, members, visitors, participants, donors/funders, school and civic organizations, and local and state government agencies.
- Must understand or demonstrate an ability to learn the uses of technology in museum practice.
- The director needs to be able to work independently, but also participate in a team and work with volunteers

#### Qualifications

- Excellent technical and communication skills.
- Commitment to supporting and promoting community arts and history programming.
- Understanding of museums, exhibition, and preservation.
- Bachelor's degree or equivalent experience.
- Familiarity with QuickBooks, Square, or other point-of-sale system is preferred.