

**COLISEUM MUSEUM OF ART, ANTIQUES & AMERICANA FOUNDATION
(CMAAA) Illinois not-for-profit & Federally Tax Exempt 501(c)(3) Public Charity**

EXECUTIVE DIRECTOR JOB DESCRIPTION

MISSION STATEMENT:

The mission of CMAAA is focused on the organizing, operating, holding and displaying items of Art, Antiques, Americana and history in the Coliseum in downtown Oregon, IL. A museum of long and short term loaned exhibits from local and outside collections; exhibitions and sales for artists representing all facets of art – painting, ceramics, glass, sculpture, etc.; a place to showcase our local museum attractions, not-for-profit agencies, education and recreational facilities; a venue for community and business meetings, guest speakers, recitals, receptions, social events; and establishment of a digital media studio for educational and business use.

GOVERNING STRUCTURE OF ORGANIZATION:

The “Organizational Directors” consist of representatives from the Oregon School District, Oregon Park District, Oregon Library, Village of Progress, Serenity Hospice & Home, Ogle County Historical Society, Depot Museum, Chana School Museum and City of Oregon. There are six “Individual Directors” consisting of local business and community leaders. Executive Committee (EC) consisting of CMAAA’s Executive Director (ED), President, Vice President, Secretary, Treasurer and City of Oregon (City) Representative (currently the Mayor).

START-UP PHASE RESPONSIBILITIES OF EXECUTIVE DIRECTOR:

CMAAA has obtained a 49 year lease of the Coliseum Facility (main floor – Museum and second floor – Digital Media Studio. The lower floor is retained by the landlord, the City of Oregon.

The City is working on upgrades according to the lease agreement and presently has bids out for the construction of an ADA ramp for the new entrance to the main floor Museum.

CMAAA has completed planning of galleries, showcases etc. for the main floor, including preliminary agreement with the contractor for the construction, including costs.

CMAAA has had preliminary discussions with various parties concerning the Digital Media Studio on the second floor – configuration and concept but not details and cost estimates. Studio is to be operated as a separate LLC.

During this pre-operational start-up phase, the Executive Director will have the responsibility of project manager coordinating with the City and CMAAA’s contractor regarding, but not limited to, the three construction projects mentioned above, as well as, the establishment of volunteer committees, organizing operations and opening activities.

**COLISEUM MUSEUM OF ART, ANTIQUES & AMERICANA FOUNDATION
(CMAAA) Illinois not-for-profit & Federally Tax Exempt 501(c)(3) Public Charity**

EXECUTIVE DIRECTOR JOB DESCRIPTION

COMMITTEE STRUCTURE OF ORGANIZATION:

The Executive Director will organize volunteer Committees to assist in various functions pertaining to the operation of CMAAA. These Committees (currently and not limited to those listed) are as follows: (1) Space Planning; (2) Digital Media Studio; (3) Museum & NFP store; (4) Art, Antiques & American Acquisition & Temporary Exhibitions; (5) Insurance Coverage; (6) Marketing & Design; (7) Strategic Planning; and (8) Institutional Coordination.

POSITION SUMMARY:

The ED is primarily responsible for the day-to-day operations of CMAAA. In addition:

- Participates in (and facilitates) the creation of CMAAA's plans and goals as part of the management team (in conjunction with the Art, Antiques & American Acquisition & Temporary Exhibitions Committee);
- Leads implementation and promotes advancement, understanding and use of facilities and programs to the general public, media—especially social media—and related organizations (in conjunction with the Marketing & Design Committee);
- Prepares and manages budget and purchases (in conjunction with the Museum & NFP Store & Insurance Coverage Committees);
- Serves as the main channel of communication between the EC and Officers and the Committees (in conjunction, in particular, with the Strategic Planning and Institutional Coordination Committees) as well as with the City;
- Designs and creates new and temporary exhibits (in conjunction with the Art, Antiques & Americana Acquisition & Temporary Exhibitions Committee);
- Organizes and recruits volunteer staff (in conjunction with each Committee); and
- Initiates, organizes, and administers in-house and out-reach programs (in conjunction with several Committees). There is a need, as soon as possible, to assist in fully organizing the Committees before construction begins.

The ED's primary responsibilities for the City of Oregon:

- Promote and enhance collaborative efforts among other taxing bodies, fraternal organizations, volunteer groups, chamber of commerce and other community groups.
- Bring additional events and tourism activities to Oregon.
- Finding new and innovative ways to promote, enhance and foster a creative culture environment within the City. Such as creating a creative arts "colony" of businesses, co-ops, practitioners within and surrounding the Oregon Community.

JOB CONTENT:

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The ED should expect to perform all of the following duties:

- Performs tasks as requested by the CMAAA EC and by the City, out of an office on the premises of CMAAA. The ED's primary responsibility is CMAAA which will command 75% of the ED's time, the remaining 25% allocated to the City of Oregon;

**COLISEUM MUSEUM OF ART, ANTIQUES & AMERICANA FOUNDATION
(CMAAA) Illinois not-for-profit & Federally Tax Exempt 501(c)(3) Public Charity**

EXECUTIVE DIRECTOR JOB DESCRIPTION

- Leads the implementation of programs and services through the supervision of CMAAA Committees, volunteers, contractors and vendors;
- Oversees financial management according to established policies and procedures and assists in managing the annual operation and capital budgets for CMAAA;
- Prepares and implements comprehensive fundraising and earned income programs for operational support, including grants and corporate solicitation and individual financial support;
- Acts as spokesperson and representative of CMAAA and develops and implements public relations strategies;
- Attends all meetings of the CMAAA EC, advises the EC on matters of established and proposed policies, and implements policies approved by the EC and by the City (as appropriate); and
- Oversees maintenance of all records of the CMAAA.

WORK REQUIREMENTS:

This position requires an individual to read, write, hear and speak the English Language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in the Position Summary and Job Content.

QUALIFICATIONS:

Entrepreneurial background with undergraduate education, if not major, in business administration.

Also helpful:

- *Administrative skills and experience* to develop short and long-range plans and goals, prepare budgets and write grant proposals;
- *Supervisory skills* to guide and motivate volunteers;
- *Work experience* in related museum and cultural events and curatorial or archival activities;
- Experience in *planning and executing professional quality exhibits* would be beneficial;
- Strong *communication skills* to present plans orally, and in writing, to internal and external audiences with public speaking skills strong enough to be primary spokesperson for the CMAAA; AND
- Some undergraduate or graduate *education* in museum studies or directly related field (art history, archives, historical preservation, history).
- *Compensation:* Base pay from \$50,000 depending upon experience and skills.

If interested in applying for the position, please send resume to CMAAA at info@CMAAA.org

For further information about CMAAA, please view web-site at CMAAA.org