**Alexandria Museum of Art/LSUA**

**Director of Operations & Outreach Fulltime - Flexible hours, some nights & Saturdays $37,750 with benefits**

*This position at AMoA is responsible for oversight of day-to-day operations and outreach programming. This position requires excellent organizational and social skills, including the ability to relate positively with all cultures and socio-economic audiences, as with all employees at the Museum. Being a team player and flexible is important. This position works closely with all staff members to accomplish the mission of the institution and will have supervisory duties over the Facility Assistant and Visitor Services Staff to assure public facing customer service, front desk coverage, and procedures and protocols are followed. This position plans, staffs, and oversees facility rentals as well as outreach initiatives including camps offered onsite and off and other duties as assigned. Duties include but are not limited to:*

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| **Operations*** Supervises Visitor Services scheduling to assure the Museum is properly staffed including Saturdays
* Supervises Facilities Assistant regarding hours and maintaining the building & grounds and facility rental, fundraiser, and programming set up and tear down.
* Works closely with Office Manager to maintain and revise the museum’s emergency preparedness policies and procedures and trains museum staff and volunteers annually.
* Maintains awareness of all museum events on the calendar and regarding needs and usage of spaces
* Schedules volunteers or contract workers in the galleries, when required
* Schedules and Manages Facility rentals including contracting event management when needed.
* Coordinates with Gift Shop Manager regarding inventory of museum items
* Assist with software upgrades related to operations – programming, membership, and donation online signup
* Schedules repairs and maintenance inside and outside the museum.
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| **Fund Development** * Works with the Director on budgeting and tracking expenses for operations and outreach programming
* Contributes to grant writing and solicitation of funds/in kind donations to support operations and outreach
* Provides support to the Director and Development officer for the successful implementation of fundraisers
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| **Security** * Assures that front desk personnel, other staff and volunteers are following procedures and protocols
* Works with Visitor Services to assure security and surveillance systems are maintained
* Assures that Visitor Services has scheduled security as needed
* Responds to off-hours calls for security issues as needed.
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| **Outreach*** Manages outreach programming including planning, staffing and budgeting
* Manages adult educational programming in coordination with other staff members
* Assures evaluation of outreach and adult educational programming
* Cultivates relationships with art teachers and artists to staff outreach programming
* Assists Registrar and collection manager/preparator for exhibition changes and programming when needed
* Works with other staff to maintain storage organization and cleanliness
* Works with Marketing to assure successful promotion of outreach programming
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| **Technology & Professional Development** * Maintain proficiency in usage off all software required including but not limited to Microsoft Office suite, Past Perfect, Acceptiva, Intuit, or other POS software
* Maintain knowledge of Museum best practices as established by the American Alliance of Museums
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| **Planning*** Ability to think strategically about Museum success
* Ability to Evaluate deficiencies and.determine additional resources and development opportunities to increase successful performance of position
* Participate in staff meetings and planning sessions
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The successful candidate will hold a college degree, have strong organizational and interpersonal skills, have some knowledge of the museum and education fields, be community minded, goal oriented, forward thinking, and be comfortable with technology.

Some physical work is required on occasion.