

EXECUTIVE DIRECTOR

The Claremont Lewis Museum of Art (CLMA) is seeking an Executive Director. The Museum, located in Claremont, California, is a non-profit 501(c)(3) organization. Its mission is to celebrate the community's rich artistic legacy and to promote the cultural vitality of the region. Over the years CLMA has expanded access to the visual arts through exhibitions, lectures, the annual Padua Hills Art Fiesta, and special events. CLMA's signature art education program, Project ARTstART, has provided arts education and appreciation to under-served elementary and secondary school students in the local school district for 12 years. The Museum is located in the historic Santa Fe Train Depot in the heart of the Claremont Village. More information about CLMA can be found online at clmoa.org

Position Overview:

The Executive Director will be a highly visible leader and advocate for CLMA, overseeing Museum operations, with the primary responsibilities of:

- Fund Development and Grant Writing
- Curatorial Oversight and Execution
- Supervision of Staff and Facilities Management

In coordination with the CLMA Board, the Executive Director will develop strategic plans to assist in shaping the direction of the evolving growth of the Museum's vision. Reporting directly to the President of the Board, the Executive Director will oversee the Business Manager, the Associate Director of Exhibitions and Collection, and a part time staff of Museum Associates. This is a 32 hour a week position, involving some evenings and weekends; a hybrid of being on site and working from home. Salary range: \$60 – 70K

Desired Qualifications:

- A bachelor's degree from an accredited institution is required; an advanced degree is preferred.
- Experience with an arts nonprofit or similar organization working collaboratively with board members, committees, volunteers, and staff.
- Three or more years of leadership/management experience.
- An understanding of the administration and operations of a community-based museum, including budgets.
- Demonstrated success with fundraising, grant writing, and donor engagement.
- Curatorial experience with art exhibitions and installations: developing the exhibition content, overseeing publications, calendar, scheduling of loans, insurance, and contracts.
- Experience with collection management policies and procedures, including software, cataloging, archiving and research.
- Strong organizational abilities including planning and time management.
- Experience developing and managing budgets and preparing budget reports.
- Events, marketing, and public relations experience, including social media strategy.
- Strong aptitude for verbal and written communication; computer literacy.
- Ability to thrive in an autonomous work environment and meet deadlines.
- Knowledgeable about artists in the Claremont region and greater Los Angeles area.

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Key Responsibilities

- Expand fundraising activities, including individual solicitations, stewardship, grant writing and community partnerships; develop and broaden the Museum's donor and member base.
- Manage the planning and curation of exhibitions and related public programs and promotional materials.
- Supervise the staffing, planning and coordination of Museum operations, ensuring best practices to enhance the visitor experience.
- Seek to increase a diverse audience awareness and engagement with CLMA on site and with media exposure.
- Provide leadership for the preservation and management of the permanent collection.
- Support the Museum's commitment to diversity, equity, and inclusion in all aspects of Museum administration.
- Assist with the planning and implementation of special events.
- Expand the scope of partnerships with community leaders, cultural organizations, and other museums.
- Establish short and long term goals in consultation with the Board.

Application Process:

Applicants should apply electronically to:

Elaine Turner – Board member and Search Committee Chair: elaineturner1@verizon.net

A complete application must include a cover letter outlining experience and success in the areas listed above and current resume including three references who may be contacted upon request.

Complete confidentiality will be maintained throughout the search process. The search will remain open until the position is filled.

Claremont Lewis Museum of Art is an equal opportunity employer.