



## **DIRECTOR JOB DESCRIPTION**

### **JOB PURPOSE**

To provide leadership, vision, and oversight for the operations of the Cayman Islands National Museum ("CINM") in accordance with Board of Control direction, Annual Performance Agreements, and the Museum Act and its revisions. The Director works through the instruction of the Board in establishing direction and vision for the Museum, and will be responsible for the day-to-day implementation of the Board's directives. This includes policy making, finances, professional museum practices, administration and operations, staffing, planning, marketing and public relations, security, physical plant, emergency preparedness, programmes and activities, with ongoing evaluation on how well the institution meets its stated goals and objectives. The Director serves along with the Chairperson of the Board and Museum Press Office as a spokesperson and community liaison for the CINM.

### **DIMENSIONS**

The Director is responsible for up to 15 staff as well as relationships with volunteers and contractors. On special projects all consultants, as well as representatives of regional/international heritage/cultural agencies and museum associations, report to the Director. Any satellite museums developed shall also fall within the Director's responsibility, as does the special relationship with the Cayman Brac & Little Cayman museums.

The Director prepares the CINM annual budget for Board approval, and is responsible for the ongoing monitoring and oversight of that budget. The Director will prepare the budget in conjunction with the Management Team.

The Director is responsible in conjunction with the Manager of Operations for income-generating activities such as admissions, café rental, membership dues, benefit events, shop sales, etc. which historically have combined to contribute up to 20% of the CINM's operating budget. In addition, the Director will lead development of CINM fundraising efforts.

The Director will, in conjunction with the Manager of Operations, ensure development of marketing and public relations programmes to ensure appropriate public exposure for the CINM.

The Director will, in conjunction with the Curatorial Team, develop and deliver public educational programmes.

The Director will, in conjunction with the Curatorial Team, ensure meaningful programmes and exhibitions for the public on an ongoing basis.

The Director represents with Board approval the CINM as required on the boards or committees of various heritage institutions.

## **PRINCIPAL ACCOUNTABILITIES**

### **Governance and Partnership:**

Work with direction from the Board to develop a strategic mission, vision, and plan; oversee the management of the CINM budget; raise annual contributions and meet fundraising goals; provide community presence and outreach; and assure the implementation of policies to guide the activities of the CINM.

Provide the Board with the necessary information, recommendations, plans, policies, and documentation, to assure the fair and current representation of the CINM within Government priorities and future goals as outlined in and annual budgetary output priorities.

Foster a positive relationship with Institutions on behalf of the CINM, on the basis of its ability to serve the people and visitors of the Cayman Islands within the stated mission.

Provide policy advice to the relevant Ministry as required.

### **Administration, Curation and Operations:**

Assure the implementation of the CINM's plans and ongoing monitoring of its progress. Develop subsequent strategic plans/revisions as needed to guide growth and evolution.

Facilitate and head the team that leads the ongoing management of the CINM's activities and public service. Delegate key responsibilities to this team in support of the strategic plan, and build leadership throughout the organisation.

Formulate general operating policies (ethical, personnel, financial, marketing, etc.) and curatorial practices (collections, exhibition, interpretive, etc.) in conjunction with the Board. Ensure these policies and procedures are administered on a daily basis to ensure the smooth, ethical and professional operation of the CINM.

Build the organisation by developing new staff positions as needed, and appointing, supervising, evaluating, and terminating staff. Provide training opportunities for the staff and implement personnel policies and procedures for the effective management of staff. Institute and work with an effective management team with provision for succession. Maintain a climate that attracts, retains and motivates top quality paid staff and volunteers.

Provide creative leadership to the staff in order to implement an overall vision and direction that maximizes the CINM's potential to effectively portray the cultural and natural history of the Cayman Islands through dynamic curatorial practices.

Direct and oversee upkeep of the physical plant and grounds of the CINM. Assure the development and maintenance of safety and security standards on behalf of the public, staff and volunteers.

### **Public Participation, Service and Programmes:**

Assure, in conjunction with the Curatorial Team, the creative development and implementation of relevant programmes, exhibitions, services, and publications year round that engage diverse audiences on matters supporting the CINM mission. Incorporate current and appropriate technology and techniques to engage audiences of all ages.

Develop and implement marketing programmes aimed at boosting awareness of the CINM, and increasing attendance and shop sales. Evaluate the satisfaction of current CINM audiences in order to improve the visitor experience.

Select and acquire collections within the approved policy, i.e., consistent with the CINM's mission, public trust and financial capabilities. Assure the proper care and management of the collections including meeting preservation and conservation needs within generally accepted museum standards and practices.

#### Education Programme:

In conjunction with the Curatorial Team, develop and implement a series of public and institutional education programmes that encourage and foster awareness of Caymanian culture and heritage.

#### Community and Professional Responsibility:

Provide a high level of community visibility by serving along with the Chairperson as a spokesperson for the CINM throughout the Cayman Islands and internationally, to governmental, professional, educational, civic and private agencies, as well as to the media directly. Interpret and communicate community needs, attitudes and resources affecting the CINM, to the Board and staff. Oversee the CINM's response to community needs and assure public participation in the CINM year round.

Represent the CINM at meetings, conferences, and seminars both locally and internationally whenever necessary and relevant to ensure that the CINM's interests are represented and that the latest technology and information from the museum field is available and distributed to staff.

Serve on boards and committees as a representative of the CINM to share information and expertise and to build community relationships.

Assist with the development of other organisations and cultural institutions where relevant to the CINM's mandate, policy and professional practices, and to promote a unified effort in cultural development.

Extend the CINM's leadership in the formulation of public policy related to cultural resources management, national cultural policy, and the study of Caymanian heritage, having regard to the diverse influences impacting that heritage.

#### Financial Management:

Prepare in conjunction with the Management Team and submit to the Board for approval and submission to the Ministry, the annual budget for the CINM, and any financial reports required. Ensure that appropriate systems, procedures and financial controls are in place.

Work with the Board in the ongoing review and management of financial systems, checks and balances, and proper budget projections, development and monitoring.

Manage and participate in comprehensive fundraising, and development of membership. Work on fundraising campaigns as needed to assure the follow-through of Board, staff and volunteers in meeting established fundraising goals.

Develop and expand earned income potential for the CINM including shop sales, programme fees, admissions, publication sales, etc.

#### Other

Perform other duties relevant to the job, as may be assigned from time to time.

## **ORGANISATION CHART**

See Attached

Note the Secretary of the Board and Museum Press Officer work in partnership in matters relating to the Board of Directors and matters of the media.

## **BACKGROUND INFORMATION**

The CINM was created by the Museum Law of 1979 with the mission of collecting objects of historic, scientific, and artistic relevance to the Cayman Islands. Those items are used to educate the public and arouse interest in and appreciation of the variety and complexity of Caymanian heritage.

The Director is responsible for the CINM's consistent achievement of its mission and financial objectives by providing conceptual and visionary leadership through specialized knowledge of the CINM.

## **KNOWLEDGE, EXPERIENCE AND SKILLS**

### **Education and Experience:**

The Director must possess a minimum of a post-graduate degree (Master's or Higher) in a discipline relevant to the Museum's remit (history, art history, cultural studies, archaeology, heritage studies, museum studies. Ten years or more experience in a similar environment with a focus on strong people and managerial skills is preferred.

### **Knowledge, Ability & Skills:**

Demonstrated ability to lead an institution creatively, decisively and successfully by anticipating change and actively planning for it.

Required knowledge of and interest in Caymanian history and the areas encompassed by the CINM's collections, in addition to overall knowledge of professional museum ethics, standards and practices. In addition, a record of published, peer-reviewed scholarship on subjects relevant to the Museum's remit would be desirable.

Demonstrated ability to interpret budgets and manage ongoing fiscal responsibilities.

Proven skills in financial administration and fundraising, public and community relations..

Ability to implement the policies established by the Board and to encourage the active participation of that governing body, the staff and the public in realizing the goals and objectives of the CINM.

Excellent interpersonal skills. Possess well-defined communication skills both orally and in writing.

Good management, organisational and administrative abilities to plan and direct the CINM's operations, and provide imaginative responses to programming needs and problems.

Ability to initiate programmes, train and motivate people, co-ordinate activities, and deal effectively with the public, private groups and community organisations.

Computer literacy is essential.

## **ASSIGNMENT AND PLANNING OF WORK**

The Director must interpret and enforce the policies/directives established and given by the Board through the museum system.

Guidelines are established for senior staff through weekly, monthly, quarterly and annual planning meetings. The Director plans, approves or modifies goals and sets standards and deadlines that are then assessed periodically.

The Director provides monthly progress reports to the Board Chairperson as well as detailed reports for scheduled Board of Control meetings.

## **SUPERVISION OF OTHERS**

The Director is responsible for all the staff of the CINM and works closely with the Management and Curatorial Teams.

## **OTHER WORKING RELATIONSHIPS**

The Director is required to report to the Ministry with responsibility for Culture and Heritage as required by the Public Finance Management Act, the Public Authorities Act and Ministry policy.

The Director meets and corresponds with the directors of other cultural/heritage institutions in the Cayman Islands on cultural affairs.

The Director or a designated staff member handles requests from dignitaries, scholars, members of the media and other agencies, both locally and overseas, seeking information on Caymanian heritage.

The Director serves, with approval of the Board, on a number of boards and committees both locally and overseas that require guidance on heritage matters and cultural development.

The Director also represents the CINM at professional meetings with other museums and museum associations both locally and internationally.

## **DECISION MAKING AUTHORITY AND CONTROLS**

The Director must observe the limits established by the Museum Law (1999 Revision), the policies established by the Museum Board of Control and the Ministry. The Director administers all Museum policies.

The Director seeks approval of the Board for CINM plans and reports subsequent progress.

The Director employs and discharges all personnel as well as determines their duties and salaries within the guidelines of the Labour Law, Public Management & Finance Law, and CINM Policies & Procedures.

The Director, in conjunction with the Curatorial Team, makes recommendations to the Board for accessions and deaccessions within the guidelines of the CINM's Collection Policy.

The Director authorizes expenditures within the limits of the approved budget.

## **CHALLENGES/KEY FEATURES**

The Director makes certain that the CINM's philosophy and mission is pertinent and practiced throughout the organisation. It is important to evaluate and revise strategic plans as the external environment, resources, and the needs of the community and its visitors change over time.

The CINM building itself is one of the most significant artifacts controlled by the CINM. Its location makes it vulnerable to certain types of natural and other disasters.

The CINM is funded only in part by the Cayman Islands Government. The remainder of its operating budget must come from fundraising. This creates a challenge in achieving appropriate funding levels.

### **WORKING CONDITIONS**

Frequent evening and weekend work; on call every day as problems and demands arise. Otherwise, normal office conditions.