**TERMS OF REFERENCE FOR MUSEUM DIRECTOR**

**Objective of the Position**

The Director of the Museum is responsible for implementing the plans as set out by the Board of Directors in keeping with the Act. The purpose of the Director of the Museum is to provide leadership and effectively manage the operations of the museum. He/she is expected to liaise with other agencies, non-profit/cultural organizations and other partners by providing timely and relevant information on behalf of the museum in an effort to implement the museum’s workplans. This entails close communication with the Board of Directors, staff and other governmental and non-governmental agencies and/or partners. .

**Reporting**

The Director is also expected to report to the Board of Directors and ensuring that the objectives are met in keeping with its mandate and the Act.

**Qualifications & Experience**

* Bachelors Degree in Museum Studies, English, Anthropology, History or related field
* Minimum of 3 years experience in Management position
* Management experience with a non-profit/cultural organization
* Knowledge of the workings of a museum, its policies and procedures
* Customer service skills and ability to manage conflict
* Proven financial management skills
* Project management skills

**Desired Skills and Personal Qualities**

* Must enjoy working with people, be a flexible and organized worker; comfortable public speaker, enjoy doing a variety of different things, good problem-solver
* A practical communicator who can (help) uncover stories hidden in the collection, exhibitions, etc. and can make them resonate with a wide variety of audiences.
* Must possess excellent organizational and communication skills (both verbal and written) and the ability to manage multiple projects simultaneously.
* Good leadership qualities
* Awareness of the wider societal, cultural, economic and political environment in which the organisation operates.
* Responsible and willing to take responsibility beyond the scope of the job description and organisation.
* Understanding of local, regional and international cultural resource laws
* Interest in Grenada’s cultural heritage, its interpretation and preservation
* Familiarity with local, regional, and international historical and cultural funding agencies and government funding sources.
* Ability to write persuasively, communicates clearly and effectively, and prepares comprehensive grant proposals in a timely manner.
* The ideal candidate should have experience in managing a museum;
* Attention to detail and a careful, confident, precise working style are essential.
* Proficiency with Microsoft Office.
* Be a positive role model and provide direction to staff
* Demonstrate a positive and professional conduct at all times and be willing to conduct additional responsibilities as requested

**Responsibilities and Duties**

* Responsible for the efficient functioning of the museum and its daily workings, in accordance with the policies determined by the Board and in adherence with the Act
* Represents the museum in contacts with the public/other government departments and stakeholders
* Ensuring that the public is aware of all multimedia exhibits, educational programs and publications of the Museum
* Responsible for the Museum collection (drawings, paintings, artifacts, objects, etc.)
* Oversees the care, display and information about all objects displayed or stored in the Museum.
* Writing, submitting, and securing grants from Regional and international Historical and Cultural Organizations
* Work with staff to prepare reports, budgets and other financial documents as may be required by the Board
* Manage the staff of the museum thus ensuring that the objectives of the museum are met
* Appraise and monitor staff performance against the objectives set
* Utilize traditional, print, social and other forms of media to bring visitors to the museum to foster museum growth
* Performs a variety of public relations activities on behalf of the museum and coordinates both internal and external communication on behalf of the museum
* Demonstrate a commitment to the development of self and others ensuring technical and relevant business skills are current
* Ensure thorough documentation of and access to the collection
* Provide timely and accurate information to the public and researchers