



EXECUTIVE DIRECTOR

SUMMARY/ POSITION PURPOSE

The Children's Museum & Theatre of Maine, located in Portland, Maine, is seeking an experienced and innovative Executive Director. The new director will advance the Museum & Theatre as a vital community resource and will inspire discovery and imagination through exploration and play. The next leader will have the opportunity to expand the Museum & Theatre's relevance, status and influence as it relocates and expands as part of its strategic plan.

The Executive Director is the creative leader and the public face of the Museum & Theatre, ensuring that the organization thrives as a valuable asset to the community. This includes continuously improving programs and services, leading with innovation and excellence, and maintaining its financial sustainability and organizational capacity. The Executive Director reports directly to a twenty person Board of Directors and manages a team of 20+ employees, directly supervising 5 leadership positions.

ABOUT US

The Children's Museum of Maine was founded in 1976 by the Junior League of Portland to create a place for children and families to learn and play together. The Children's Theatre of Maine, founded in 1923, is the oldest continuously operating children's theatre in the country. In 2008, the Children's Museum merged with the Children's Theatre of Maine, creating the Children's Museum & Theatre of Maine.

In addition to 20 hands-on exhibitions, the Museum & Theatre offers up to 100 weekly educational activities plus five fully-staged theatre productions "for kids by kids" each year. All of the exhibits and programs are designed to encourage "learned by doing" and tie into one of the core focus areas: early childhood; science, technology, engineering and math (STEM); performing and visual arts; and multicultural education.

For over 25 years, the Museum & Theatre has been steadily growing our visitation and programs in our current Free Street location. The limitations of our current building have become the primary barrier to expanding our services. After nearly a decade of planning, the Museum & Theatre has designed a new space that will generously expand our capacity to serve our community.

OUR FUTURE

In 2016, The Children's Museum & Theatre of Maine launched a \$13.75MM capital campaign to construct a new, 30,000 ft² home for our organization. The new building will be a community anchor and an incubator for learning through play. Innovative exhibits, a children's theatre, outdoor play space, and easy accessibility and parking are highlight features of the new facility.



The new facility has been intentionally-designed to meet the needs of our family visitors and support conditions critical to healthy childhood development. With this move, our organization desires to become an expanded educational resource, leading to a stronger, healthier and more resilient community. In October 2018, the Museum & Theatre's Board of Directors approved a new, three-year strategic plan reaffirming our commitment toward dynamic education, accessibility, community resource, organizational health, and financial sustainability.

The Museum & Theatre is a regional cultural asset. Visitors come from across the northern New England region and beyond. Market research has projected that visitation will double in our new building. Critical activity over the next few years will include the successful completion of the capital campaign, construction of the new facility, and transition into new operations.

POSITION SUMMARY

- Lead the operations of the Museum & Theatre and its major functions of community engagement and outreach, education, exhibitions and programming, fundraising, budgeting and fiscal management, and visitor experiences;
- Play the leading role in increasing financial support for the Museum & Theatre, including developing and implementing strategies for cultivating and raising private funds;
- Develop, articulate, and implement plans for the organization's future and translate those plans into tactical directions and operating policies in partnership with the Board of Directors and Museum & Theatre staff;
- Serve as the public face and spokesperson of the organization, clearly articulating the Museum & Theatre's mission and activities; fostering and maintaining a close working relationship with the local and regional community, foundations and donors;
- Provide direction and leadership for capital projects;
- Work closely and transparently with the Board of Directors and its committees, providing updates, soliciting feedback, and engaging members in constructive dialogue;
- Identify, recruit, develop, and retain a talented, accomplished, and diverse staff and volunteers to meet the evolving needs of the organization.

POSITION REQUIREMENTS

- Senior leadership experience in an educational organization, museum, or cultural center. Non-profit experience preferred;
- Demonstrated fundraising and financial management talent. Capital campaign experience preferred;



- Demonstrated success in organizational transition during periods of growth and change. Superior project management skills;
- An appreciation and understanding of the disciplines of early childhood education, performing and visual arts, STEM, multicultural education, community engagement, and museum management;
- Strong relationship-building and collaboration skills for working with an engaged Board of Directors and staff, donors, members, government officials, the local and regional community and media;
- Demonstrated ability to engage in effective community outreach and strategic partnerships;
- Operations management acumen to include strategic planning, sales, personnel supervision and evaluation; budget preparation and forecasting, communications, and program implementation;
- Excellent interpersonal skills, including the ability to lead and work as a member of a team, plus inspire an organizational culture that supports the Museum & Theatre's values and principles;
- Staff development skills that include an eye for talent and an ability to attract and retain a top quality staff;

PERSONAL ATTRIBUTES

- Energized by Children's Museum & Theater of Maine's mission and vision;
- Appreciates cultural and socio-economic diversity and inclusion;
- Respects the organization's legacy while embracing growth, change, and innovation;
- Leads and communicates with enthusiasm and confidence
- Values fun, creativity, and play!

This is a full time, salaried position. The final salary will be determined based on the experience and qualifications of the successful candidate.

The Children's Museum & Theatre of Maine is an Equal Opportunity Employer.

HOW TO APPLY

Please email your resume and letter of interest to executivehire@kitetails.org. Please also include general salary expectations.

Applications due no later than February 22, 2019.