

The Phoebe A. Hearst Museum of Anthropology at the University of California Berkeley is seeking an Executive Director. Please visit <<https://tinyurl.com/y3fgwfx>> to apply.:

Founded in 1901, the Hearst Museum is dedicated to the study of cultures from yesterday and today, both near and far. Today, the Museum cares for an estimated 3.8 million objects from California and around the world, as well as extensive documents, photographs and film recordings. The museum continues a legacy of enrichment and education, functioning as a research unit for the University of California, Berkeley by supporting scholarly discovery, university teaching, and community-based research. The American Alliance of Museums reaccredited the Hearst Museum in 2018. Visit <https://hearstmuseum.berkeley.edu/> for more information.

The Executive Director is responsible for managing the full general operations of the Hearst Museum including finance, development, information systems, human resources, and care of collections.

Planning duties include long and short range financial, strategic and operational planning. Incumbent acts as single point of contact and internal project manager for all construction projects and exhibitions. Incumbent will be responsible for management and direction of staff responsible for fundraising, information systems, cultural policy, collections management, registration, conservation, exhibits, facilities and security. The Executive Director reports to the museum's Faculty Director.

Responsibilities

- Manages plans, and directs and administers most operations of the Hearst Museum. Manages staff, human resources, exhibits, public and school-based programs, fundraising, space planning and facilities.
- Ensures that systems are in place and current to safeguard and secure museum assets across all Museum spaces.
- Develop and implement long and short range planning for all operations and administration of the Hearst Museum. Direct and ensure continuous improvement of administrative and operational services.
- Establishes policies and procedures in all administrative areas listed above and recommends changes to policies which affect the Museum.
- Manages, develops and oversees all finance and budgets.
- Fundraises for the Museum's annual fund and specific projects through extramural grant proposal writing, and donor and foundation philanthropy. Works with the Hearst Museum Advisory Board to advocate and fundraise for the Museum.
- Acts as liaison to campus (both Berkeley and the University of California system), the Native American community and other outside communities. Represents the museum at the campus, community and state level. Represents the Faculty Museum Director at campus and community meetings and other meetings, as requested.
- Improve and maintain stakeholder relationships with Native American and other key communities on the Berkeley campus and across the state.
- Act as internal project manager for all space and facilities renovations and rehabilitation, including any and all specialty required equipment for protection of collections.

Required Qualifications

- Experience with managing complex institutions. Broad knowledge of university processes, protocols and procedures with a focus on budget, financial management; human resources including management in a union environment preferred.

- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Significant knowledge of short and long term planning process as it relates to finance, budget, space, and construction • Ability to maintain the confidence of campus leadership, faculty, and staff.
- Ability to build and sustain relationships with peer institutions and community leaders locally and internationally • Ability to cultivate donors and philanthropic foundations, and experience in stewarding major gifts • Skills to work collaboratively with other campus and off-campus entities.
- Broad knowledge of project management related to construction • Broad knowledge of museum collections management including registration and information systems.
- Broad knowledge of common campus-specific and other computer application programs.
- Proven ability to organize department work functions in an efficient and effective manner.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Strong verbal and written communication skills; ability to influence and persuade.
- Valid CA Driver's License

Education/Training:

- Master's degree or combination of equivalent education and experience in a related area and at least five years' experience working in a museum, university or similar organization in operational or administrative leadership roles

Preferred Qualifications

- Background or experience in the humanities and social sciences, including Area Studies, Anthropology, Classics, Ethnic Studies, History of Art, etc.
- Background or experience in object-based public education and research

Salary & Benefits

Annual salary rate will be commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Other Information

Applications will be reviewed beginning April 15, 2019 and the position will remain open until filled.

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities.

Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities.

The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>