

# MANAGEMENT CONSULTANTS FOR THE ARTS

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EXECUTIVE SEARCH • PLANNING • ORGANIZATIONAL ANALYSIS

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## **Position Description Executive Director Museum of Contemporary Art Detroit Detroit, Michigan**

### **Background:**

The Museum of Contemporary Art Detroit (MOCAD) opened in 2006 after ten years of planning by community members committed to opening a museum focused on contemporary art. It is a non-collecting contemporary art museum, which includes Mike Kelley's Mobile Homestead, and is located in Detroit's cultural center. MOCAD presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a way to nurture social change and human understanding, reflecting our community. The Museum encourages innovative experimentation by artists, musicians, makers, cultural producers and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, the Museum welcomes creative voices. The Museum believes that art can change people, and it's the Museum's responsibility to hold a space where challenge, acceptance, hope and beauty can coincide.

### **Position Description:**

Reporting to the Chair of the Board of Directors, the Executive Director is responsible for articulating the Museum's strategic vision and plan and overseeing all aspects of museum operations, including artistic leadership, programmatic direction, marketing, budgeting and financial management. The Executive Director provides guidance to a dynamic staff of 20+ (full and part time), participates in fundraising and fostering volunteer/board/community relations. The Executive Director maintains a culture of excellence and motivates staff to maintain the quality of exhibitions and programming, while increasing the scope of the Museum's work.

The Museum desires an individual who has a strong sense of the Museum's values, a clear sense of who the museum serves, and the ability to make the museum relevant for years to come. The Executive Director must be respected in the arts community, be an outward-facing person and an expert in delivering upon the Museum's mission and embracing the Museum's commitment to diversity, equity, inclusion and social responsibility.

In addition to annual fundraising, the Executive Director working with the Board will be actively involved with the capital campaign allowing her/him to move MOCAD to another level and must have the skills to take it there. The capital campaign began in 2019 and will be well on its way to a successful conclusion under the leadership of the executive director.

Finally, the Executive Director is an excellent communicator and serves as the face of the organization to the community, members, and to the artists who both exhibit and teach at MOCAD. A collaborative relationship-builder, the Executive Director will expand the influence of MOCAD and its value to the region. The Executive Director works closely with a Board of 30+ supervises a staff of 20+ and manages a budget of \$1.9 million dollars.

### **Exhibitions and Programming:**

- Work with senior team to create and promote innovative exhibitions and program services, and practices that fulfill the organization's mission.
- Ensure high quality exhibitions and programs, and visitor satisfaction.
- Encourage staff engagement and involvement in program planning, development, and evaluation and quality assurance efforts.
- Seek opportunities to serve broader groups of constituents in the community which may not be fully served by MOCAD now, which includes indigenous people and other peoples of color.
- Maintain a working knowledge of significant developments and trends in the fields of arts education, museums, and multi-disciplinary community arts programs.

### **Administration:**

- Assure that the organization has a short-term business plan that promotes the operation of the organization in relation to the current external and internal environments of the organization.
- Provide leadership in development of policies and programs, organizational and financial plans with the Board of Directors and/or staff and carry out plans and policies authorized by the board.

### **Board Engagement:**

- Identify, cultivate, and assist in the recruitment of Board and advisory council members whose diversity, skills, experience, connections, and capacity meet the organization's current and future aspirations and are particularly focused on promoting diversity, equity and inclusion.
- Support a strong Board of Directors and seek to encourage board engagement with strategic direction for ongoing operations.
- Serve as an ex-officio member of each standing Board committee, including (but not limited to) Executive, Oversight, Nominating, By-laws and future ad hoc committees. Identify appropriate staff members to sit on each committee.

- Jointly with the Board of Directors, assure that the organization has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.
- See that the board is kept fully informed on the condition of the organization and important challenges and opportunities influencing its future.

### **Staff Management:**

Direct reports include Director of Finance and Administration, Director of Exhibitions and Facility Operations, Director of Development, and the Susan Feld Hilberry Senior Curator.

- Work with the Business Operations Office for the recruitment, employment, and release of all personnel, both paid staff and volunteers. This must reflect MOCAD's mission to create a diverse, equitable and inclusive environment.
- Assure that improvement plans are developed as needed; and that sound human resource practices are in place and followed.
- See that an effective team, with appropriate provision for succession and promotion, is in place.
- Is a team player and maintains an open-door policy.
- Promotes a work-life balance among the staff and is open to different work styles.
- Encourage staff development and education and assists program staff in relating their specialized work to the total program of the organization.
- Ensure that organizational goals around Diversity, Equity, and Inclusion are met, including continued staff training, and acknowledgement.
- Maintain a positive, healthy environment that attracts, motivates, and retains a diverse staff of energetic, enthusiastic, and top-quality employees.
- Has a "can-do" attitude and a tolerance for risk-taking.

### **Communications :**

- Serve as an outward facing reflection of MOCAD to publicize and raise community awareness of the activities of the organization, its programs, goals and mission.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Maintain a sound working relationship with the Waawiyatanong Arts Council.
- Serve as an ambassador and advocate by representing the organization and its perspective to agencies, organizations, and the general public.
- Enhance the Museum's public image to expand interest and support.
- Serve as spokesperson and chief advocate for the Museum.

### **Budget and Finance:**

- Assure that the organization establishes and maintains sound financial practices.
- Provide general oversight of financial/fiscal functions of organization.
- Work with the Director of Finance and Administration and department heads in preparing budgets; see that the organization operates within budgetary guidelines.

- Conduct official correspondence of the organization and execute legal documents as authorized by the Board of Directors.

### **Development and Fundraising:**

- Work with the Board of Directors and the Senior Development Officer to ensure that adequate funds are available to permit the museum to carry out its work through donor identification, cultivation and fundraising events.
- Work with Director of Development to fundraise for MOCAD's Future Fund and endowment.
- Lead and participate in all fundraising and development activities, oversee grant writing.
- Develop relationships with foundations, corporations and individual donors.

### **Capital Renovations:**

- Work with the Board to raise additional capital funds by June 2022 that match or exceed the \$5 million gift that has already been secured.
- Work with the Executive Committee of the Board of Directors and engage the Director of Exhibitions and Facility Operations to oversee the upcoming capital renovations. (Estimated to begin in 2022.)
- Manage the renovations and secure spaces for continuing programming during renovations.

### **Qualifications:**

The Executive Director will be thoroughly committed to the organization's mission. S/he should be open and curious about how the museum operates within the Detroit community and how it can enliven the arts scene by cross pollination with the other cultural organizations. All candidates should have proven leadership, coaching, and relationship building experience. Concrete demonstrable experience and other qualifications include:

- A BA required (MA preferred) in art and/or art history, or art museum management, and five to ten years of experience working directly with artists, engaged in arts fundraising and management of cultural institutions.
- A keen passion for contemporary arts and culture and commitment to diversity, equity, inclusion and social responsibility.
- Track record of effectively leading a performance- and outcomes-based organization and staff.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set the tone for a positive and healthy work environment, and set and achieve strategic objectives and manage a budget which incorporates a focus on diversity, equity and inclusion.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

- An outward facing person with strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people and community entities.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Demonstrated ability to maintain a high level of confidentiality and adhere to ethical practices.
- Ability to maintain poise and professionalism in all circumstances.
- Ability to give and receive constructive feedback.

MOCAD is an Equal Opportunity Employer and strongly supports initiatives that promote diversity, equity and inclusion.

**Classification:**

Status: Full Time, Exempt.

**Schedule:**

Most MOCAD staff members currently maintain a Monday to Friday or Tuesday to Saturday schedule. Staggered schedules and telecommuting are common due to the pandemic. Core work hours are 9:30am-5:30pm; some evening and weekend hours will be required.

**Compensation :**

The position offers a competitive salary and benefit package.

**Start Date:** Winter 2021

**Procedure for Application:**

Diane Frankel of Management Consultants for the Arts is the consultant assisting MOCAD with this search. To be considered for this position, prospective applicants must submit pertinent information and attach a current resume, a one and a half page narrative describing interest and experience, and three professional references utilizing MCA's online application system: <https://mcaonline.com/searches/executive-director-MOCAD>. Once all applicant materials have been submitted online, applicants will receive confirmation of their submission via the email address provided in the application.