Executive Director, Museum

The Henry B. Plant Museum seeks an accomplished Executive Director with primary responsibility for overseeing the museum’s management and financial operations, including responsibility for exhibitions, programming, acquisitions, care and preservation of the Museum collection, friend-and-fund raising, and serving as primary liaison for carrying out the administration of the Museum in accordance with the Agreement between The University of Tampa and the City of Tampa.

The 1891 Tampa Bay Hotel, now a National Historic Landmark, is home to The University of Tampa and the Henry B. Plant Museum. During the 1880s, Henry Bradley Plant was building an empire of railroads, steamships, and hotels. He wanted that empire to have a palace and that palace was the Tampa Bay Hotel – now referred to as Florida’s “first Magic Kingdom.”

The Henry B. Plant Museum, located in the south wing of the original Tampa Bay Hotel, features original opulent furnishings and artifacts from the hotel collected by Mr. and Mrs. Plant on several buying trips to Europe and Asia. The museum transports the visitor through educational exhibits and events to the late Victorian period, the beginning of Florida’s tourist industry, and the early years of the city of Tampa.

This position is designated as an essential employee and may be required to report to work as scheduled when University offices are closed due to severe weather or other conditions.

Specific duties include, but are not limited to:
1. Relate with the liaison of the City of Tampa, The University of Tampa, the Museum Board, the public and Museum support groups.
2. Lead fundraising related to sponsorship of exhibitions and other Museum activities, as well as coordinate with members of the Board of Directors and others in these activities. Supervise grant-writing activities.
3. Direct the cultivation, solicitation, and stewardship for all donors.
4. Outreach to and participate in all relevant stakeholder groups and the general community.
5. Plan, organize and develop programs affecting the collection, exhibitions, restorations, preservation, and history of the Museum.
6. Prepare and manage the Museum budget.
7. Supervise and direct the Museum staff and determine their duties and remuneration.
8. Identify, obtain, and develop appropriate exhibitions.
9. Develop appropriate educational programs.
10. Work with the media to secure appropriate publicity for the programs and exhibitions of the Museum.
11. Supervise the development and implementation of a communication plan that includes the Museum website and social media.
12. Maintain inventories and archives.
13. Supervise the operation of the Museum Store.
14. Perform any related duties necessary to sustain, promote and enhance the Museum.
15. Attend all meetings of the Board and its committees.
16. Establish and maintain a reporting and communication system to keep the Board informed of current operations.
17. Supervise the organization and training of volunteer groups for the Museum, thus affording continuity of service for the public.
18. Supervise activities to implement the Museum’s strategic plan, as well as ongoing revisions to the plan and make recommendations to the Board for short and long-term objectives and goals.
19. Ensure the Museum is in compliance with laws and regulations pertaining to its collections and collecting activities.
20. Supervise all activities to maintain the Museum’s accreditation.
21. Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures and backgrounds.

**Minimum qualifications:**
B.A. degree in Art/Museum / History or a B.A. or M.A. in non-profit management or related experience required.

**Preferred qualifications:**
The successful candidate will be a persuasive, resourceful, innovative, and energetic leader, able to inspire and empower the Board, staff, and other key stakeholders to advance the mission of the Museum. Candidate should have experience representing and promoting an organization and its mission to the general public, as well as sponsors and donors. Demonstrated financial acumen, strong analytical abilities, as well as experience with strategic planning and developing and implementing a visionary path for an organization are also crucial to long term success. Knowledge of or the ability to learn quickly The University of Tampa software programs such as Workday and Microsoft Office. Willingness to embrace new technologies and innovative organizational practices.

This position reports to the President of the University via the Vice President for Human Resources.

Review of applications and nominations by the committee will begin immediately and continue until the position is filled. Applications received by January 15, 2023, will receive priority consideration.

**For further details and to apply, please visit our website at ut.edu/jobs**
Applicants should be prepared to attach a cover letter and resume.

**The University of Tampa offers great benefits to include:**
- FREE Tuition
- Generous paid leave
- Wellness initiatives
- 100% Employer-Funded Health Reimbursement Account
- 100% Employer-Paid Short & Long Term Disability Insurance
- 100% Employer-Funded Employee Assistance Program
- Discounted On-Campus Dining Meal Plans
- FREE On-Campus Parking
- FREE Access to Campus Amenities (pool, library, campus events and more)
- Fitness Center
- Pet Insurance
- Flexible Spending Accounts
- And more!