



City of Wichita Executive Director of Old Cowtown Museum

SALARY	\$59,263.00 - \$109,004.00 Annually	LOCATION	Cowtown 1865 Museum Drive, KS
JOB TYPE	Full-time	JOB NUMBER	EXEC DIR COWTOWN
DEPARTMENT	Cultural Arts, Parks and Recreation	DIVISION	PARK Cultural Arts
OPENING DATE	10/10/2023	CLOSING DATE	11/12/2023 11:59 PM Central

Distinguishing Features of Work

About Us

The City of Wichita seeks an experienced and visionary museum professional to provide operational leadership to the renowned Old Cowtown Museum. The Museum is an accredited living history museum dedicated to preserving and presenting the history of Wichita, Kansas, from 1865-1880 through immersive and educational experiences.

Our Mission: Old Cowtown Museum is an educational institution operated as an open-air living history museum dedicated to preserving and presenting the history of Wichita, Kansas through immersive experiences of life in the late 1800s.

Join us in preserving and celebrating the history of Wichita, Kansas, and inspire future generations to connect with the past. Your leadership can make a lasting impact at Wichita Old Cowtown Museum!

About the Museum

Old Cowtown Museum is owned and operated by the City of Wichita and is supported by the Historic Wichita Cowtown,

Inc. a 501c3 advisory board. The Museum is home to over 25,000 historical artifacts and over 45 buildings which span 23 acres nestled in Wichita's Museums on the River District.

Annual attendance averages 57,000 visitors per year. Historical Reenactors can be found interpreting history throughout the Museum and vary based on volunteer availability and special programs. The Museum currently employs interpreters in the Blacksmith Shop, The Wichita Eagle Printing Press and Saloon, with a variety of volunteers serving as interpreters in the Dress Shop, Carpenter Shop, DeVore Farm, and several other sites.

Examples of Work Performed

Position Overview

As the Executive Director of Wichita Old Cowtown Museum, you will play a pivotal role in leading, developing, and managing the museum's operations, programs, and community engagement efforts. We are looking for a dynamic and mission-driven leader who can inspire and collaborate with staff, donors, board members, and the broader community to advance our shared vision.

- Plans, implements, manages and evaluates the business and daily operations of Cowtown.
- Advises and supports the Cowtown Advisory Board.
- Assists in developing annual organizational goals and objectives and a strategic plan.
- Coordinates efforts in matters of short- and long-range planning, publicity, endowments, programs, fundraising, grants, and corporate sponsorships.
- Sets and maintains the annual master calendar.
- Researches, selects, plans, implements and evaluates annual Cowtown events.
- Prepares administrative policies and procedures for review and approval.
- Recruits, hires, orients, trains, supervises and evaluates staff.
- Prepares and submits an ongoing plan for professional development.
- Researches and prepares the annual operating and capital budgets for review and approval, plus supplemental budget updates and modifications as needed.
- Ensures that Cowtown is in compliance with all financial requirements of law, regulation and City policy.
- Serves as principal spokesperson for Cowtown.
- Completion of work assignments will require operation of a vehicle.
- These examples are not intended to be all-inclusive.
- Other related duties may be assigned as needed.

Requirements of Work

Key Responsibilities:

Operational Leadership - Oversee the daily operations, and strategic planning for the growth of Cowtown.

Community Engagement - Cultivate relationships with stakeholders, donors, and partners to promote collaboration and support for the museum.

Program Development - Enhance educational programs and events that immerse visitors in the history of the late 1800s in Wichita.

Financial Management - Prepare and manage annual budgets, oversee fundraising efforts, and ensure financial compliance.

Business Management: Develop and maximize revenue generating opportunities including facility rentals, retail spaces, food and beverage operations.

Team Management - Recruit, train, and lead a dedicated staff and volunteers.

Marketing and Public Relations - Develop marketing strategies to increase visitor numbers and promote Cowtown's offerings.

Facility Management - Ensure the proper maintenance, security, and utilization of Cowtown's historic buildings and resources and ensure safety of all staff, visitors, and volunteers.

Board Support - Advise and collaborate with the Cowtown Advisory Board to achieve organizational goals.

In addition to a background in history museums operations, we are also seeking candidates with the following attributes:

Passion and Commitment for the mission of Cowtown –genuine enthusiasm and unwavering dedication to the goals, values, and objectives of Cowtown. Eagerness to contribute to the organization's mission and make a meaningful impact.

Personable and Approachable – friendly, welcoming, and easy to interact with and creates an environment where others feel comfortable initiating conversations and seeking assistance.

Strong Work Ethic – dedication to the responsibilities including diligence, reliability, discipline, and a commitment to delivering high-quality results consistently.

Humility – ability to recognize one's strengths and weaknesses without arrogance and willingness to be modest, open to feedback, and willing to learn from others.

Professionalism – behaves in a manner that aligns with the standards and expectations of the workplace and includes qualities such as punctuality, respect for others, and maintaining a high level of competence in the role.

Willingness to Help - Readiness to assist others when needed with a generous and cooperative attitude towards

colleagues and a genuine desire to support the team's success.

Strong Communication Skills – ability to convey information, ideas, and messages clearly and effectively with both verbal and written communication, and active listening.

Responsible and Respectful – taking ownership of one's duties and being accountable for their actions and treating others with courtesy, consideration, and dignity, regardless of their position or background.

Leadership – ability to guide, inspire, and influence others to achieve common goals. Effective leaders demonstrate vision, decisiveness, and the capacity to empower and mentor team members.

Business Acumen and People Management Skills – understanding the financial and strategic aspects of the organization and know how to lead, motivate, and develop a team, fostering a positive work environment while achieving business objectives.

Required Experience and Training

Minimum Qualifications

- Bachelor's degree in public administration, business, communications, history; museum management or related field.
- 5+ years of executive director or 7+ years of assistant executive director experience.
- Facility and business management experience.
- Non-profit experience including fundraising and budget management skills.
- Experience managing and motivating staff; volunteers; donors; and advisory boards.
- Strong interpersonal and communication skills including public speaking and/or media experience.
- Experience working with volunteers, boards, and diverse communities.
- Marketing and Public Relations.
- Program development.
- Knowledge of collections management and educational programming.
- Commitment to diversity, equity, access, and inclusion.

Preferred Skills and Experience

- Master's degree in public administration, business, communications, history, museum management or related discipline.
- Historical museum; living history museum setting with re-enactors, performers; or theatrical/performing arts preferred.
- Previous museum experience and working with public collections.

- Familiarity with educational programming.
- Experience with public/private partnerships.
- Understanding of tourism and major attraction industry.
- Capital campaign and grant-writing experience.

The City of Wichita is an equal opportunity employer committed to diversity and inclusion. We encourage applications from candidates of all backgrounds and experiences.

Offers of employment are contingent upon passing a pre-employment physical, which includes drug screening, and upon satisfactory evaluation of the results of a criminal record check.

Agency

City of Wichita

Address

455 N. Main

Wichita, Kansas, 67202

Phone

316-268-4531

Website

<https://www.governmentjobs.com/careers/wichita>

Executive Director of Old Cowtown Museum Supplemental Questionnaire

*QUESTION 1

The following validates my highest level of education...

- ☐ High School/GED
- ☐ Some College
- ☐ Associates Degree
- ☐ Bachelors Degree
- ☐ Masters Degree
- ☐ Doctorate/JD

***QUESTION 2**

I have 5+ years of executive director or 7+ years of assistant executive director experience in historical museum; living history museum setting with re-enactors .

☐ Yes

☐ No

***QUESTION 3**

I have experience with non-profit fundraising; capital campaigns, grant-writing and budget management experience.

☐ Yes

☐ No

***QUESTION 4**

I have experience in museums with public collections and experience with reenactors, performers, or theatrical/performing arts?

☐ Yes

☐ No

***QUESTION 5**

Describe your management and/or supervisory style and what makes you successful in creating a positive work environment for your team.

***QUESTION 6**

Describe your experience managing advisory boards. What have been your key takeaways, and what do you believe made you successful?

***QUESTION 7**

I have supervisory experience that includes the responsibility for directing work and making employment-related decisions at the following FTE staffing levels...

☐ 1 to 10 employees

- ☐ 11 to 20 employees
- ☐ 21 to 30 employees
- ☐ 31+ employees
- ☐ I do not have supervisory experience.

***QUESTION 8**

Briefly describe your experience and understanding of tourism and major attraction industry. How would you apply your experience to the Old Cowtown Museum?

***QUESTION 9**

Describe your philosophy and/or strategy for recruiting and retaining volunteers. What strategies did you use that made you successful?

* Required Question