

# Job Description

## Human Resource Use Only

Position Number:

Step/Grade - O

Effective Date:

## POSITION IDENTIFICATION

**Position Title:** Rahr-West Director  
**Division:** Rahr-West Art Museum (RWAM)  
**Status:** Full-Time Exempt  
**Workweek:** Varied

## SUPERVISORY RELATIONSHIPS

**Reports to:** Mayor and Common Council  
**Directly Supervises:** [Assistant Rahr-West Director, Administrative Support Specialist, Art Instructors, Guards](#) ~~Various~~

## POSITION PURPOSE

The Director is the executive officer of the Museum and is responsible for the overall leadership of the institution. This individual, in concert with the Governing Board, will develop short and long-range goals and objectives for the Museum, and will ultimately be accountable for their effective implementation and achievement. The Director performs a wide variety of administrative tasks to manage and maintain the Museum building, and its collections.

The Director is responsible for the selection and organization of exhibits, and will work closely with the Governing Board, Mayor and the Manitowoc Common Council to develop and implement policies, and will maintain a close working relationship with other city departments, volunteers and community citizens, and organizations, to accomplish the mission of the Museum.

## ESSENTIAL DUTIES

- Maintain the Museum's accredited standing within the American Museum Association.
- Work with the Governing Board, the Friends of the Rahr-West Art Museum and the Rahr-West Charitable Foundation to establish and maintain an effective fund development program, including the writing and procurement of grants.
- Develop plans and budgets for consideration by the Mayor, the Finance Committee and the Common Council.
- Serve as an advocate of the Museum within the public and private sectors, to create value added relationships, increase the visibility of the Museum within the community by building effective long-term relationships which result in continuing financial support.
- Develop and maintain an effective public outreach through marketing and public relations programs.
- ~~Improve~~[Maintain](#) Museum membership and secure adequate funding for exhibits, education programs and applicable staffing.

- Seek out collections for exhibits and/or acquisition.
- Work with the Manitowoc ~~Director of Building Inspection~~Department of Public Infrastructure's Buildings & Grounds Manager to oversee the preservation, restoration and maintenance of the Museum and its contents.
- Recruit, train, supervise, lead and evaluate all Museum staff and volunteers.
- Attends Manitowoc Common Council and other city department meetings.

## OTHER DUTIES

As required.

## MINIMUM POSITION QUALIFICATIONS

**Education:** ~~Bachelor's~~Master's Degree in art history, museum studies, business administration, or related field, ~~plus a~~.

**Experience:** A minimum of three years of ~~administrative~~management-level experience, ~~in museum, gallery, archives~~ or ~~any~~educational institution. Any equivalent combination of relevant training and experience, that provides the required knowledge, skills and abilities for the position.

**Certifications/Licenses:** American Alliance of Museums membership desired.

**Other Requirements:** No other requirements.

~~Will possess effective budgeting, presentation and decision making skills, a facility with numbers, and an ability to smoothly implement policy.~~

~~Will require results and demand accountability from all subordinates~~  
~~The director must reside within the city limits of Manitowoc, Wisconsin.~~

## KNOWLEDGE, SKILLS, & ABILITIES

~~Subordinate Museum staff, volunteers and docents~~

Will have the ability to effectively communicate his/her position, ~~and have a knack for bringing others around to his/her point of view~~; will have the skill and confidence to speak to various publics, including the Common Council, touring visitors and various community service groups. Will possess effective budgeting, presentation and decision making skills, a facility with numbers, and an ability to smoothly implement policy.

The director will be characterized by: leadership, sound judgment, vision, energy and unimpeachable integrity; will be passionate, have the ability to accept and adapt to change, to lead by example, to be open-minded to the ideas of others, and able to bring consensus amid divergent opinions to accomplish the goal(s) at hand. Will require results and demand accountability from all subordinates

Comprehensive knowledge of the operation and administration of a public museum; ability to interpret and firmly and tactfully enforce policies and regulations; demonstrated ability to establish

and maintain effective relationships with members of the board, staff, volunteers, government officials and the general public.

Will have successfully led an organization within either the private or NFP sector; understand NFP arts institutions and know how to represent the interests of the RWAM, both internally and within the community; will have an established track record of engaging the community and building relationships across cultures; must have demonstrated success in real business growth, fund raising, marketing, budgeting, and volunteer relations.

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## **BACKGROUND CHECKS-** Condition of Employment

### **PHYSICAL DEMANDS**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator.

**Physical Effort:** The employee is required to sit, stand, stoop, kneel, use both hands to handle and grasp, reach with hands and arms, talk and hear. Vision requirements include near and distant vision, peripheral vision, color vision, depth perception and the ability to focus. Ability to ~~co-ordinate eyes, hands, feet~~lift and ~~limbs in semi-skilled movements~~control fragile objects weighing up to 40lbs. Employee will be required ~~in the operation of a computer keyboard, telephone and calculator.~~ to use ladders.

**Working Conditions:** Requires work in historic home and galleries. Historic home requires use of stairs. Requires occasional work with historic objects – some with moderate damage and decay. Some outdoor work is required.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.