



AFRO-AMERICAN MUSEUM GENERAL FUND

Title: DIRECTOR OF DEVELOPMENT, CALIFORNIA SCIENCE CENTER
Salary: \$7,433.00 - \$8,440.00
Posted: 10/09/2015

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Job Description:

THE CALIFORNIA AFRICAN AMERICAN MUSEUM HAS (1) POSITION. A Standard Form #678 application must be completed when applying for any job with a state department. All Standard Form #678 applications must be complete before application can be processed. Please adhere to the following guidelines when completing your application. Incomplete or late applications will automatically be returned.

- PLEASE SUBMIT APPLICATIONS WITH A REVISION DATE OF JUNE 2010 OR CURRENT. PLEASE ENSURE APPLICATIONS ARE POSTMARKED VIA US POSTAL SERVICE/COMPARABLE DELIVERY SERVICE, OR IN PERSON MONDAY-FRIDAY 8 AM-5 PM.
- PLEASE SPECIFY THE JOB CLASSIFICATION YOU ARE APPLYING FOR AND UNDER THE SECTION: 'EXPLANATIONS', INCLUDE THE BASIS OF YOUR ELIGIBILITY (I.E. (1) TRANSFER, (2) TEMPORARY AUTHORIZATION UTILIZATION (TAU) (3) STATE RESTRICTION ON APPOINTMENT (SROA), (4) SURPLUS, (5) GENERAL RE-EMPLOYMENT, OR (6) REINSTATEMENT. FAILURE TO PROVIDE THIS REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED.

WHO SHOULD APPLY: THOSE ELIGIBLE BY TRANSFER, OR REINSTATEMENT FROM THE DEPUTY DIRECTOR FOR DEVELOPMENT, ARTS, HISTORY AND EDUCATIONAL PROGRAMMING POSITION MAY APPLY FOR THIS VACANCY. FAILURE TO FOLLOW ABOVE NOTED INSTRUCTIONS AND/OR FAILURE TO COMPLETE ALL SECTIONS OF THE APPLICATION WILL RESULT IN THE APPLICATION BEING REJECTED. TEMPORARY AUTHORIZATION UTILIZATION (TAU) MAY BE CONSIDERED FOR THIS POSITION.

• SROA/SURPLUS/GENERAL RE-EMPLOYMENT PROVISIONS APPLY. ALL APPLICATIONS MUST BE COMPLETE, INCLUDING THE SIGNATURE AND DATE IN THE CERTIFICATION SECTION. FAILURE TO COMPLETE ALL SECTIONS OF THE APPLICATION WILL RESULT IN THE APPLICATION BEING REJECTED. ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED.

• NOTE: APPOINTMENT TO THIS POSITION IS SUBJECT TO MEDICAL AND DOJ BACKGROUND CLEARANCE.

• PLEASE CHECK AND COMPLETE ALL SECTIONS.

• APPLICATION MUST HAVE AN ORIGINAL SIGNATURE AND DATE.

• INCLUDE A DESCRIPTION OF YOUR JOB DUTIES AND RESPONSIBILITIES IN THE SPACE PROVIDED ON THE APPLICATION. IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL PAGE. (NOTE: RESUMES MAY NOT BE USED AS A SUBSTITUTE)

RESUME MAY BE ATTACHED AS SUPPLEMENTAL INFORMATION.

The Deputy Director for Development oversees Arts, History and Educational Programming and reports directly to the Executive Director of CAAM. Under the general direction of the Executive Director, the incumbent is responsible for seeking opportunities and preparing proposals to fund and support CAAM's arts, history and educational programs, oversee the research, collections, preservation and interpretation of CAAM's exhibits and educational programs, and prepare articles, submit grants and proposals to further CAAM's mission. The Director will liaise with local, national and international artists, historians, prospective sponsors and donors, scholars and community leaders on arts and artifacts to promote for public enrichment and education, the history, art and culture of African Americans with emphasis on California and the western United States.

The Deputy Director is considered to be a subject matter expert with extensive practical knowledge of trends and best practices for instituting collections management, exhibition development, educational programming, community outreach, marketing, public relations and fundraising. The incumbent provides lectures and submits articles to educational institutions, professional journals and associations as well as writes grants and proposals to prospective funders and sponsors. The Director is considered to be a scholar of visual arts and history with particular emphasis on African American history, culture and current directional trends of interest to or impacting African Americans.

The Deputy Director has the proven ability to work successfully within a wide variety of disciplines, governance structures, public and private partners and leverage resources to develop, drive and grow CAAM's exhibit portfolio and educational programs and membership.

The incumbent will oversee CAAM's permanent, self-curated, temporary and traveling exhibits, lectures, seminars, film, workshops, educational programs, scholastic curriculums, cultural presentations, and active collection of art, artifacts and historical documents of the art and culture of African Americans.

The Deputy Director works through program/curatorial managers, gallery staff and volunteers to ensure that exhibits appropriately address sensitive and potentially controversial issues, address appropriate educational messages, and effectively impact educational, political and civic communities.

The Deputy Director supports and assists the Executive Director and represents and safeguards the interest of CAAM, and supports and advances CAAM's mission, goals and strategic values.

Notice: If you are not a current or former State employee, you must first take an examination to obtain list eligibility. This does not apply to Student Assistant vacancies. [Learn all about it.](#)

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

ESSENTIAL FUNCTIONS AND PERSONAL CHARACTERISTICS

The Deputy Director for Development, Arts, History and Educational Programming is responsible for high-level management and policy influencing projects. In doing so, the incumbent is expected to function in a demanding and changing environment which requires the incumbent to successfully execute the following essential functions:

- Be committed and provide vision and constructive direction to staff and projects to ensure success.
- Lead and model the highest degree of integrity and ethics.
- Provide information and/or counsel to the CAAM Executive Director that is timely, accurate and applies sound judgment.
- Maintains a strong work ethic, be versatile, flexible, and self-motivated.
- Manage with poise, optimism, confidence and a positive attitude.
- Respond to adversity and pressure with calmness and maturity.
- Possess knowledge and is considered to be a respected leader in the field/discipline.
- Possess emotional intelligence, exceptional listening skills, and is able to apply intuition and common sense.
- Works independently and also supports/follows the chain of command.
- Respects and has a grasp of the legal implications of sexual harassment and bullying, proper hiring and firing practices, budget management and contracting, information security and confidentiality, etc.
- Communicates effectively and displays strong verbal, writing, and active listening skills.
- Able to seek out opportunities as well as create, build, and manage relationships (vertical and horizontal) with peers, subject and technical experts, political leaders, officials and supporters, institutions and agencies, etc.
- Fosters teamwork, cohesion and is an effective and dependable collaborator and facilitator within the field.

30% Provide oversight for policy, marketing, public relations, research and management of exhibits. Ensure that the exhibit and historic content is accurate, relevant and balanced, and built within the allocated timeframe and budget. This includes working with staff and advisors to monitor the inclusion of key educational messages for each exhibit component. Ensure exhibit graphics design and production, and exhibit fabrication meets the design intent and the standards of CAAM. Ensure that the design development and fabrication of the exhibit components meet the intended goals and mission of CAAM. Establish policies and oversee all aspects of exhibits and educational programming at CAAM. This includes exhibit development and exhibit gallery design, installation and de-installation of self-curated, developing and marketing temporary and traveling exhibits, implementation of educational programming. Development of appropriate methods to continuously improve efficiency and effectiveness of exhibits, educational programming and overall guest experience.

25% Advance the Development Department and work with Communications to establish and maintain relationships with corporations, private foundations, individuals, art and history councils and consortiums museum support groups and volunteers for sponsorship and funding support of CAAM. Work with the State Board of Directors and Foundation Board of Trustees on fundraising, grantsmanship, and marketing, and orient donors and volunteer leadership. Develop grants and proposals to leverage the State's financial investment and maximize future investment in the project. Support the Executive Director of CAAM and provide primary support on all aspects of exhibit development and educational programming, including educational messaging, evaluation, etc.

15% Supervise and manage full-time Program Managers, staff and volunteers. Partner and provide direction and vision of artworks and artifacts by working and collaborating with a wide variety of disciplines, governance structures, public and private partners and leverage resources to develop, drive and grow CAAM's exhibit portfolio, educational programs, marketing and fundraising.

15% Develop and execute collections management policies, agreements and processes to ensure tracking of artist and presenter contracts, loans of artwork and artifacts from private individuals or institutions. Negotiate and work collaboratively with consultants, contractors, designers, architects fabricators and engineers. Compile catalog descriptions for the artwork and artifacts in the exhibit. Oversee management of permanent collection of historical artifacts and memorabilia, acquisitions/deaccessions and other materials. Ensure the works on display are safe, verify authenticity, and convince prospective funders and sponsors, private art and artifact collectors to donate and support the museum.

10% Outreach and public speaking to diverse groups and professional associations in local, state or national settings. Oversee Conversations at CAAM, and submit proposals, grants, articles and research papers on behalf of CAAM. Establish and maintain collaborative relationships with other art and cultural centers, historical organizations, museums, and local, state and federal government agencies, and funding institutions. Assist with fundraising, and the orientation of donors and volunteer leadership. Develop marketing opportunities to leverage the State's financial investment. Support the Executive Director of CAAM and provide primary support on all aspects of artwork and artifacts, exhibit development, including educational messaging, evaluation, etc. Work with Executive Staff and other CAAM personnel to provide support for CAAM special projects and initiatives. Attend Board meetings and provide staff support to the Board of Directors, and CAAM Friends Foundation as needed.

5% Other duties as required may include but is not limited to serving as a State Leadership Accountability Act (SLAA) Monitor, Skelly officer, participate in special projects as well as emergency planning, drills, exercises and meetings.

INTERPERSONAL SKILLS

Ability to communicate (written and oral) effectively with individuals from varied experiences, perspectives and backgrounds.

DESIRABLE QUALIFICATIONS

Education: PhD in a field of African American Studies, Arts, History Education, Social Science, Marketing, Public Relations, or related field.

Experience: Five years demonstrating progressive professional and executive/senior management. Positions with complex and specialized functions and responsibilities in museum field or project, broad and extensive experience in working with non-profit funding and fund raising.

Additional Information:

Working Title	Position Number
Deputy Director for Development	317 - 111 - 1929 - xxx
Location	County
California African American Museum	LOS ANGELES
Timebase	Tenure
Full Time	Permanent month(s)
Final Filing Date:	Department Link:
Until Filled	None Specified

Contact Unit/Address	Contact Name/Phone
State Human Resources 700 Exposition Park Drive Los Angeles, 90037	(213) 744-7602

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