

Organization: Topaz Museum

Job Title: Executive Director

Location: Delta, UT

### Overview

The Topaz Museum seeks an Executive Director dedicated to its commitment to preserve and teach the history of the unjust incarceration of Japanese Americans at the Topaz site near Delta, Utah during World War II. Housed in an 8,000 square-foot facility that educates more than 15,000 visitors and students annually, the museum is supported by an active Board of Directors and is in a strong financial position. The Executive Director will continue the organization's current financial strategy for long-term sustainability, while employing museum best practices to strengthen its role as a vital resource. Located two hours from Salt Lake City and just a few hours from six national parks and world-class skiing, the museum is situated in a region known for its desert landscapes, 90 miles from the Nevada border.

### About the Organization

The Topaz Museum, a private non-profit, is a nationally respected institution dedicated to preserving and teaching the history of the Topaz incarceration site. The museum's mission is to honor those who were incarcerated by telling their stories, preserving the site, and educating current and future generations to help prevent similar civil rights violations from happening again. .

The modern museum, built in Delta in 2015, preserves a significant collection, including artwork from the historic *Topaz Art School* and unusual artifacts made by those who were incarcerated. The Topaz Museum exhibit area features an art gallery, a re-created barrack, an original recreation hall used by the Boy Scouts at Topaz, gift shop, with collection storage onsite. In addition, the Topaz Museum Board owns 640 acres of land where more than 11,000 Japanese Americans were unjustly imprisoned. The museum preserves and protects this one-square mile historic ground located 16 miles northwest of Delta that became a National Historic Landmark in 2007. The site is an incredible treasure which retains more evidence of the history than any of the other nine Japanese American incarceration camps.

### The Opportunity

The Executive Director will join a vibrant institution, with a powerful mission, and a compelling story, to lead the museum through a pivotal moment of growth and national relevance.

Reporting to and working closely with the Board of Directors (comprised of both Japanese American Topaz descendants and local Delta community members), the Executive Director will serve as a leader in advancing the mission and future growth of the Topaz Museum and in preserving the historic incarceration site. The Executive Director is essential in ensuring that the history of Topaz is not only remembered, but also used as a vital lens to examine and address present-day civil rights issues, as its legacy continues to resonate.

While current day-to-day operations, collections care, exhibitions, and educational programming are led by a dedicated team of volunteers, the Board envisions expanding the museum's capacity in 2025–2026 by hiring staff. The Executive Director will play a central role in this transition—strengthening volunteer engagement while building the infrastructure necessary to sustain a paid professional team. In addition, this individual will be responsible for ensuring the physical integrity, maintenance, and preservation of both the museum building and the historic site near Delta, Utah. The Executive Director will continue the connection between the museum and its broader community—building trust, fostering local relationships, and ensuring the museum remains a valued, visible, and deeply integrated cultural resource.

### Key Responsibilities

#### Strategic Leadership:

- Collaborate with the Board of Trustees to shape and implement the museum's vision, honoring Topaz's legacy while expanding its reach and impact.
- Identify growth opportunities, build strategic partnerships, and ensure programs align with the museum's mission.
- Evaluate existing programs and incorporate visitor feedback and best practices to improve the museum.
- Lead and mentor staff and volunteers to foster a strong, mission-driven team.

#### Program and Organizational Development:

- Strengthen the museum's programs, volunteer network, and public profile in Utah and nationally.
- Expand community outreach, educational initiatives, and the permanent collection.
- Ensure smooth daily operations and long-term planning for exhibits, collections, and visitor experiences both at the museum and the site.

#### Museum Operations and Governance:

- Oversee facility operations, visitor experience, and the preservation and curation of the museum's unique collection.
- Work closely with the Board and committees to support governance, planning, and organizational sustainability.
- Manage the scheduling and development of exhibits and educational programming.
- Supervise a team of 20+ volunteers and anticipated hired staff.

#### Facility Oversight:

- Supervise maintenance and infrastructure development at the museum and the site, including planning and executing ongoing upkeep.

#### Fundraising and Financial Management:

- Lead financial planning, budgeting, and reporting to ensure stability and transparency.
- Grow the museum's fundraising efforts by engaging donors, cultivating new funding opportunities, and deepening relationships with existing supporters.

- Develop and implement fundraising strategies aligned with the museum's long-term goals.

#### Communications and Public Relations:

- Serve as the primary spokesperson and ambassador of the museum.
- Strengthen partnerships with community leaders, organizations, and educational institutions.
- Oversee communications across all platforms, including media, website, social media, and printed materials to expand public awareness.

#### Qualifications

The Executive Director for the Topaz Museum will be a dynamic and resilient museum professional with a deep regard for history, a commitment to the community, and the ability to lead the organization toward greater sustainability, impact, and relevance. While it is understood that no one candidate will bring every desired skill, characteristic, and experience, the following offers a reflection of the ideal candidate profile:

- A Master's degree in a relevant field (history, museum studies, nonprofit management, public administration, or similar) is preferred. A Bachelor's degree may be acceptable, depending on additional work experience.
- Leadership experience in a museum or cultural organization
- Demonstrated success in strategic planning, staff supervision, financial oversight and reporting, and fundraising
- Knowledge of history, particularly around civil rights, social justice, and Japanese American incarceration
- High ethical standards and a consistent record of building trust-based relationships with diverse constituencies
- Experience with standards and best practices for museums and historical records and artifacts
- Ability to cultivate effective working relationships with diverse audiences and stakeholders, including donors, community groups, schools, corporations, and local civic organizations
- Excellent communication skills, including writing and public speaking
- Excellent project management, time management, and multi-tasking skills
- Ability to act as a visible and respected ambassador of the museum, representing the values of the organization with professionalism
- Experience with PastPerfect or other collections management software

#### Compensation and Benefits

This is a senior level professional position, and the Executive Director is expected to live in or relocate to the Delta, UT area. The salary range for this position is \$60,000-\$75,000, commensurate with experience and geographic location, plus a competitive benefits package. We are open to negotiation based on qualifications and professional background, and are willing to support educational advancement.

We are looking for a three year commitment. This is a great opportunity to build connections with other confinement sites through the JACS consortium as well as interface with the National Parks Service, the Smithsonian, and other national organizations including the JACL.

#### How to Apply

Qualified applicants are encouraged to submit a complete application package consisting of a resume, a cover letter outlining their suitability for the role, and contact information for three professional references. Applications should be submitted by email to [anna@mightypenguinconsulting.com](mailto:anna@mightypenguinconsulting.com). We will be accepting applications through August 15, 2025.

