

Will Rogers Memorial Commission

Executive Director

Will Rogers Memorial Museums

Claremore and Oologah, Oklahoma

Date Opened: April 23, 2014

Application Deadline: May 31, 2014, 11:59 p.m.

Salary: \$60,000-\$80,000, based on education and experience; for benefits go to <http://www.ok.gov/opm/Careers/>

Full or Part Time: Full Time

Description

BACKGROUND

The Will Rogers Memorial Museum was established in 1938 by the State of Oklahoma to preserve and disseminate the legacy of Will Rogers, a native son who had achieved, by the time of his tragic death in 1935, worldwide renown as a humorist, political and social commentator, newspaper columnist, motion picture actor, radio performer, stage entertainer, and public speaker. From the initial 15,000-square-foot, native limestone museum on a 20-acre campus, the Memorial Museums, open 365 days a year, have grown to include a 28,000-square-foot main museum in Claremore of multi-media galleries, a research library, offices, and an extensive photographic, film, and documentary collection; a 400-acre living history ranch near Oologah that includes Will Rogers' birthplace home dating from the 1870s; and other real property.

THE POSITION

The Executive Director of the Will Rogers Memorial Museums serves as the chief administrative officer and reports to the seven-member Will Rogers Memorial Commission, an agency of the State of Oklahoma. Working with a budget of about \$750,000 and a staff of 11.5 FTE, the Executive Director is responsible for the leadership and overall management of WRMM. She/He serves as the primary marketer and communicator of the mission and vision of the institutions and plays a critical role in developing their direction. The Executive Director oversees strategic planning and implementation; the fiscal stability of the institutions; the character, content, and structure of the Museums' programs; and marketing and communications. She/He effects and

maintains working relationships with local and state officials and agencies and with individuals, businesses, corporations, organizations, and institutions.

Accountabilities

Employs all personnel as needed to operate the facilities of the WRMC and to fulfill the statutory provisions of the WRMC and sets the duties and compensation of employees in accordance with applicable personnel laws;

Monitors and ensures that operations of WRMC are being conducted per policies of Commission and applicable laws, rules, and regulations;

Coordinates the development and preparation of the agency's goals, objectives, plans, policies, and budget;

Oversees the agency's budget and financial structure;

Serves as chief representative of the WRMC to the executive and legislative branches of the State of Oklahoma and to a wide variety of organizations, institutions, and other stakeholder groups and entities;

Promotes or provides the means for promotion of the Will Rogers Memorial Museum, the Birthplace Ranch, and the life and legacy of Will Rogers;

Reviews results of the WRMC operations, compares them to goals and objectives, and initiates steps to correct any less than satisfactory results; and

Reports to the board of the WRMC on a weekly basis and provides full accounting of operations and adherence to agency policies and procedures.

Job Requirements

Requirements

The successful candidate should show a demonstrated ability to provide leadership, articulate vision, and influence others and should have experience in administration, preferably at not-for-profit institutions and in progressively responsible positions. Prior experience in working with a state legislature on budget matters and in fundraising for capital, major, corporate, and foundation gifts is preferred. He/She should possess superb oral and written communication abilities and demonstrate strong interpersonal skills. The successful candidate will build on the foundation of her/his predecessors and lead WRMM to a new level of achievement, operation, and outreach.

A bachelor's degree from an accredited institution of higher education is required; a master's degree and further graduate work in U.S. history, historic preservation, or related studies is preferred.

Please forward your letter of application and résumé (Microsoft Word or plain text format) by May 31, 2014, to: WRM.JimHartz@comcast.net.

An equal opportunity employer.

For further information about the Will Rogers Memorial Museums see www.willrogers.com.