INTRODUCTION
The Palmer Museum of History and Art (PMHA) is hiring for an Executive Director (ED). The ED is the Chief Executive Officer of PMHA, is responsible for the organization’s consistent achievement of its mission and financial objectives, and reports to the PMHA Board of Directors. This position will begin employment in January 2023.

PMHA is a small 501(c)3 nonprofit, contracting with the City of Palmer to provide museum and visitor center services for the Greater Palmer Area. PMHA is based in a City-owned small log cabin in downtown Palmer. Per contracts with the City, PMHA is open daily from 9a to 6p May 1 through September 15, and on reduced hours for the remainder of the year.

Our mission at PMHA is “Our work inspires, enriches, and cultivates our community’s connection to the unique history, culture, and art of the Greater Palmer Area.”

MAJOR DUTIES
The ideal candidate will be an effective administrator, advocate, and organizer for the Palmer Museum and Visitor Center. Duties include:
1. Represent the organization to agencies, organizations, and the general public.
2. Work with the Board to prepare the PMHA operating and programming budget.
3. Manage and supervise a PMHA staff, including hiring temporary summer employees.
4. Work with PMHA’s accountant to prepare / review annual, quarterly, and monthly reports to the City of Palmer, State of Alaska, and IRS as required.
5. Develop exhibits and programs to promote the arts and Palmer history for visitors and the Palmer community.
6. Engage and grow the PMHA membership base and community footprint.
7. Establish relationships with statewide museum and visitor partners, local travel industry businesses, cultural organization partners, and local government.
8. Provide accurate and engaging information to visitors and residents about Palmer history and visitor attractions.
9. Secure grants, sponsorship, and City Contract funding to maintain and grow PMHA financial health.
10. Work with the City of Palmer to ensure the museum and visitor center grounds are kept clean, welcoming, and fully available for visitor and community needs.
11. Assist in the writing, marketing, and distribution of the Palmer Visitor Guide.
12. Assist the Board with operating and developing fundraisers to support programs and operations.
KNOWLEDGE, SKILLS, AND ABILITIES
The ideal candidate will possess

1. Bachelor’s Degree in museum studies, history, anthropology, or related fields strongly preferred. Masters in related field strongly preferred.
2. Ability to engage and excite visitors and the community about PMHA programs and mission.
3. Experience with nonprofit governance and management.
4. Strong written and verbal communication skills.
5. Familiarity with Palmer history and local visitor attractions.
6. Experience writing grant applications and with grant reporting.
7. Experience curating physical and digital collections.
8. Ability to attract sponsors, donors, and business partners for PMHA.
10. Knowledge of local and national visitor center management best practices.
11. Ability to multitask, work to deadlines, and delegate.

WORK SCHEDULE
This is a full time, 35 hours per week position, working in person at the museum and visitor center. More hours may be required during the busy summer season (April 1 through September 30). During winter, the ED can adopt a more flexible schedule with the approval of the Board.

COMPENSATION
Compensation starts at $42,500 per year, and includes three weeks of PTO, and five paid holidays. Funds for professional development and travel available on a year to year basis.

TO APPLY
Please email a resume, cover letter, and three references to board@palmermuseum.org.

LOCATION
Most work is on site at the Palmer Museum and Visitor Center, at 723 S. Valley Way.

EQUAL OPPORTUNITY EMPLOYER
PMHA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.