

**Posting Date: March 7, 2023**

**River Road African American Museum (RRAAM)**

**Job Opening: Executive Director, Full time**

**Salary range: \$50,000 - \$55,000 a year**

The River Road African American Museum (RRAAM) is a 501©3 non-profit organization founded in 1994. The RRAAM located to the downtown historic district of Donaldsonville, Louisiana. The Museum operates under the guidance of a Board of Directors and is the first institution dedicated to preserving the history and culture of formerly enslaved people and their descendants in the sugarcane plantation region of Louisiana. The RRAAM has accumulated a collection of over fifteen thousand artifacts and documents and developed an ongoing relationship with industry and the community who support its mission.

*The mission of the River Road African American Museum is to educate visitors about the history and culture of African Americans in the rural communities of south Louisiana through the collection, preservation, and interpretation of art, artifacts, and historic buildings.*

**Qualifications:**

The RRAAM is looking for an Executive Director (E.D.) who will convey with enthusiasm the Museum's mission. The E.D. has a variety of responsibilities from managing the budget to overseeing the exhibits, programs, and marketing. The Executive Director reports to the Board of Directors and is responsible for financial reporting monthly, The RRAAM E.D. supervises the daily operations and management of the museum which includes staffing and visitor services.

The Executive Director candidate should have an advanced degree in museum studies, history, public history, preservation resource management, or equivalent experience with a minimum of three to five years of demonstrated work in a museum environment. Candidates for this position should have exceptional oral, written and technical skills with proficiency in WORD, EXCEL, PowerPoint or its equivalence. Successful grant writing experience is essential, as it necessary for the future development and preservation of exhibits and programs. Public speaking is required and knowledge of heritage tourism is helpful. Occasional assistance with tours may be needed. The successful candidate should have knowledge of museum "best practices" in management, collections management, safety, program development, and fundraising.

**Knowledge and Skills for successful candidate include:**

- Demonstrated leadership ability in collaboration, network-building, and teamwork.
- Demonstrated ability to build rapport with diverse groups of stakeholders.
- Effective interpersonal skills and strong work ethics.
- Ability to develop and manage budgets in preparation for forecasting and audits.
- Proven experience in securing public and private funding, fundraising, and membership services.
- Experience in facilities management, museum general operations, maintenance and security.
- Experience in event, meeting, and program planning and program facilitation helpful.
- Ability to collaborate with historical researchers to ensure exhibits, programs and all communications accurately reflect the RRAAM experience.
- Develop Initiatives to elevate the RRAAM's local, regional, state, national and international presence.
- Contract negotiation experience helpful.

Background check will be required before hiring. The River Road African American Museum is an equal opportunity workplace. Please provide cover letter, resume and (3) professional references, including name, title, phone number and email addresses. Send to [director@aamuseum.org](mailto:director@aamuseum.org) no later than April 30, 2023.