

**Science, art, and literature record humanity's impression of today
and its attempt to adjust itself for tomorrow.**

Organization

As one of the oldest museums in Pennsylvania, the Everhart Museum is a vibrant interdisciplinary museum with significant collections in American folk art and wide-ranging specimens of natural history native to Northeastern Pennsylvania. The museum was founded in 1908 by Dr. Isaiah Fawkes Everhart, a Scranton physician, Civil War veteran, and taxidermist, who devoted much of his time to the study of the flora and fauna around him. The collection continued to grow throughout the 20th century with holdings added in 19th century and contemporary American art and regionally-made Dorflinger glass. The mission has remained true to its founder to spark the imagination, challenge thought, and provide enjoyment through its collections, exhibits, and programs and to strive to integrate natural history, science, and art into the lives of people.

Located in the heart of the historic Nay Aug ('noisy brook') Park, the Everhart Museum is nestled alongside hiking trails leading up to the impressive Nay Aug Falls. The park was designed by Central Park landscape architect Frederick Law Olmstead. Housed in a masonry structure designed in a Beaux-Arts style in keeping with the City Beautiful Movement of the early 20th century, the Everhart Museum has 15 gallery spaces that provide display areas for both permanent and temporary exhibitions. As a Folk and Traditional Arts Partner with the Pennsylvania Council on the Arts, the Everhart Museum works to sustain cultural and artistic practices rooted in the histories, traditions, and everyday lives of people in Lackawanna, Luzerne, Pike, Susquehanna, Wayne and Wyoming counties.

A regionally acclaimed museum that brings people together with shared experiences, the Everhart Museum creates unexpected connections through dynamic exhibitions, events, programming, and partnerships. Programs that engage local artists include open studios, an artist-in-residence initiative, a zine library, and an art therapy program that works with survivors from the Women's Resource Center and residents of the United Methodist Homes who are living with early-stage Alzheimer's and dementia. In 2019, the Everhart Museum hosted its first Diwali, the Hindu Festival of Lights that celebrates new beginnings. Throughout the pandemic and the museum's temporary closure, it has provided free programming for the community, including happy hour art classes, a virtual classroom series based on its natural history collection, and Museum Adventure Kits. Exclusive to the Everhart Museum, Museum Adventure Kits are curated boxes of hands-on activities with digital codes for access to live classroom experiences with museum educators. Each week has a unique story to tell, as campers follow characters through adventures in nature, art, and mysteries of the ancient world based on the museum's collections.

The Everhart Museum is governed by a 20-member board of trustees, under the leadership of Board Chair Don Frederickson, Esq. For the fiscal year ending December 31, 2019, Everhart Museum had a \$2 million endowment and reported revenues of \$901,562, with \$570,684 from contributions and grants and \$147,854 from investment income. Total reported expenses were \$810,834.

Community

Located in Scranton, a city in Northeast Pennsylvania's Lackawanna County, the Everhart Museum is within a two- to three-hour drive from New York City, Philadelphia, and Baltimore. The metropolitan areas of Boston and Washington, DC are five hours away. Scranton is the sixth largest city in the state, with a population of 76,653 residents. Scranton school districts are top ranked for their diversity and their college-preparatory schools, with a 14:1 student-teacher ratio. There is a wealth of academic communities in the local area, including The University of Scranton, Lackawanna College, Marywood University, and Pennsylvania State University, as well as Princeton University and University of New Haven, which are located a few hours away. The Wilkes-Barre/Scranton International airport is just 10 minutes from the city center.

Scranton's growth began in the early 1840s when the Scranton brothers established the Lackawanna Iron and Coal Company and the historic Scranton Iron Furnaces. In the 1850s, the Lakawana and Western Railroad was formed from a number of smaller lines, which created a hub for the transport of goods by steam engine. Today, the Steamtown National Historic Site occupies a 40-acre yard of this important railroad and preserves the history of early railway expansion. Industrial history lovers will also enjoy visiting the Scranton Iron Furnaces and the Lackawanna Coal Mine.

Scranton's "Electric City" nickname began when electric lights were introduced in 1880 at the Dickson Manufacturing Company. Six years later, the country's first streetcars began operating in Scranton. The Electric City Trolley Museum preserves and operates pieces of Pennsylvania streetcar history. Many of Scranton's attractions celebrate its heritage as an industrial center in iron and coal production as well as its ethnic diversity. The Houdini Museum, which features films, exhibits, and a stage show in a unique century-old building, is another popular destination in Scranton.

For a world-class hike, Scranton is 90-minute drive from the Appalachian Trail and the natural wonders of Niagara Falls are just a half-day's drive away. For all winter sports along with a robust collection of casinos, Montage Mountain Ski Resort is conveniently located in Northeast Pennsylvania's scenic Pocono Mountain Region. The Montage recreation area hosts skiing, golf concerts, and a Triple-A Minor League Baseball team. The 26.2-mile Steamtown Marathon has been held each October since 1996 and finishes in downtown Scranton. Since the early 2000s, Scranton has become very popular as the setting for the hit NBC television series *The Office*, which is based on the fictitious Dunder Mifflin Paper Company. Fans of the show can participate in a self-guided walking tour of the characters' favorite haunts, such as Alfredo's Pizza Café or Poor Richard's Pub.

Sources: edited from pennlive.com, lackwannahistory.org, thetimes-tribune.com, visitpa.org

Position Summary

Reporting to the board of trustees, the Executive Director will serve as the chief executive officer of the Everhart Museum, providing strategic direction to the staff in the development and implementation of exhibitions, public programs, collections management, resource development, and community engagement. A collaborative leader, the Executive Director will build authentic relationships with the community by regularly communicating with civic leaders and public officials and developing and nurturing partnerships with community groups, regional cultural partners, and the nonprofit community. The Executive Director will be accountable for the management of the Everhart Museum's fiscal, physical, and human resources, ensuring adherence to the policies and budgets set forth by the board of trustees and in compliance with applicable laws and accepted museum practices.

Roles and Responsibilities

Strategic Leadership and Communication

- Guide and ensure the implementation of institutional strategic planning.
- Develop annual work plans that ensure institutional priorities guide community partnerships and operational activities.
- Actively engage in community activities to represent the museum to civic and public leaders, educational and community organizations, and nonprofit partners and develop collaborative partnerships that increase both museum visibility and visitation and participation in its programs and events.
- Implement an effective communication strategy that includes online marketing, social media, press releases, newsletters, and other communication tools to promote the museum's exhibitions, education programs, and special events, acting as the museum's principal media spokesperson.
- Conduct transparent staff communication with regular meetings and processes to ensure cross departmental coordination in support of organizational goals.

Revenue Enhancement and Community Engagement

- Provide strategy and leadership to the museum's development activities, supervising the development staff and cultivating and stewarding relationships with donors and foundation and corporate partners.
- Leverage the networks of the board, especially development committee members, to maximize contributed revenue and sponsorship opportunities for the museum's annual campaign, exhibition and programs, and capital projects.

- Collaborate with the development committee to organize and develop a rich membership program that supports the museum's financial and civic needs, as well as encourages general public participation in museum activities.
- Oversee grant application calendar and work with museum staff to prepare and submit grant applications, monitoring compliance and reporting within grant parameters.

Management and Operations

- Provide day-to-day management and supervision of the museum staff, set performance goals and objectives, encourage staff's creative and professional development, and create and support a workplace environment that fosters employee engagement, satisfaction, and a high level of professional performance.
- Establish a robust human resources management process that includes annual revisions of personnel job descriptions and compensation, performance reviews, and updates of the employee policy manual.
- Assume primary responsibility for the preparation of the annual financial budget and operating plans, collaborating with the Director of Finance, the treasurer, and the finance committee, for submission to the full board.
- Monitor the budget throughout the year, present monthly or periodic reports to the finance committee in conjunction with the Director of Finance, and establish the appropriate internal controls for all financial matters of the institution.
- Develop strategies for the funding and implementation of a maintenance plan for the current and future needs of the physical plant.
- Direct the activities of the curatorial and education departments to ensure the development of an exciting and relevant combination of exhibitions, educational programs, and special events.
- Ensure proper standards of care for the permanent collections, as well as loaned items, based on professional standards and best practices as set forth by the American Alliance of Museums.

Governance and Board Relations

- Build and nurture a strong relationship with the board of trustees and support the work of board committees as appropriate.
- Ensure the efficient and timely development and distribution of agenda and reports and provide board members with information to help them reach decisions that advance the mission and goals of the museum.
- Facilitate the flow of all information between the board and the museum staff.
- Attend monthly board, executive committee, and other committee meetings.
- Serve as an effective partner to the board's policy-making role by researching and recommending best practice policies, procedures, and plans and lead the organization in the successful implementation of board decisions.
- Collaborate with the board and internal and external stakeholders to develop a strategic plan for the capital and major maintenance needs of the facility, considering a potential expansion based on programming needs and institutional direction.
- Oversee the establishment of an intranet platform or equivalent information system for effective flow of information among staff, board members, and volunteers.

Traits and Characteristics

The Executive Director will be a collaborative people-oriented leader who can enthusiastically interact with a diverse constituency and provide museumgoers with a positive and rewarding experience. The Executive Director will have the capacity to adapt to frequent change while maintaining focus on the organization's goals and priorities. They will establish high performance standards for themselves and their team, identify and secure the resources needed to achieve results, and hold themselves and the team accountable while recognizing and appreciating individual contributions. A creative and innovative professional, the Executive Director will be knowledgeable of professional and ethical standards set forth by the American Alliance of Museums. Collaborative, resourceful, and intellectually curious, the Executive Director will be a skilled communicator and enthusiastic promoter of the value and impact of museums for life-long learning.

Other key competencies include:

- **Leadership and Teamwork** – The capacity to articulate a vision and create a sense of purpose and direction for internal and external stakeholders, build trust by demonstrating respect and integrity, and create an environment where team members are appreciated and supported, enabling their success.
- **Problem Solving and Project Management** – The ability to define, analyze, and diagnose key components of a problem to formulate a solution and to identify and oversee all resources, tasks, and people to obtain results.
- **Interpersonal Skills and Diplomacy** – The aptitude to handle situations gracefully and with sensitivity, develop and nurture relationships with people across the organization and throughout the community, and communicate effectively by listening, observing, and appreciating cultural and personal perspectives.
- **Personal Accountability** – The willingness to self-evaluate and answer for personal actions and decisions, recognize and learn from mistakes, and listen and use feedback for personal improvement.

Qualifications

Qualified applicants will have a bachelor's degree (or equivalent experience) in museum studies, art history, natural science or other fields that relate to the interpretation of the museum; a master's degree is preferred. A minimum of five years of progressively responsible experience in a senior-level position, including personnel and resource management preferably with a museum or cultural nonprofit organization, is required. The ideal candidate will be an experienced fundraiser with a successful track record of securing gifts from individuals and grants from foundation, corporate, and public sources. They will also have excellent communication skills and will be comfortable speaking publicly.

Compensation and Benefits

The Everhart Museum's compensation and benefits package includes health insurance, paid time off, paid holidays, and professional development opportunities.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/employment. For questions or general inquiries about this job opportunity, please contact:

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The Everhart Museum is an equal opportunity employer. It is the policy of the Everhart Museum to provide all persons with equal employment practices and opportunities without regard to race, color, religion, ancestry, sex, sexual orientation, national origin, disability, age, veteran or marital status, or any other characteristic protected by federal, state, or local law.

The Everhart Museum is especially interested in candidates whose background and experience have prepared them to contribute to the organization's commitment to engagement and inclusion.