

Alf Engen Ski Museum Foundation Position Description

POSITION: Executive Director,
Alf Engen Ski Museum Foundation

DATE UPDATED: January 2024

LOCATION: Utah Olympic Park

REPORTS TO: Board of Trustees, Alf Engen Ski Museum Foundation

SUMMARY OF POSITION:

This position is accountable for the effective management of all aspects relating to the operation of the Alf Engen Ski Museum located in the Joe Quinney Winter Sports Center at Utah Olympic Park. This includes managing employees, maintaining exhibits as well as day-to-day records, writing grants, and improving interactive exhibits as approved by the Alf Engen Ski Museum Foundation Board of Directors (BOD). In addition, the Executive Director serves as the primary spokesperson and contact among community leaders and the press about the promotion of the Museum and ongoing fund-raising efforts.

NATURE AND SCOPE:

The vision of the Alf Engen Ski Museum is *“To be the recognized world leader in ski history museums.”* The mission, adopted in 1992, is *“To preserve the rich history of skiing in the Intermountain region by providing a world-class facility that highlights the many contributions made in ski area development, athletic competition, snow safety, ski innovation, and ski teaching methods.”* The specific goals to accomplish this mission include:

- Providing an educational and entertaining interactive presentation of materials that are related to the core curriculum of schools in the state of Utah.
- Providing a rich assortment of interactive displays, which allow visitors to gain insight into many of the ski legends and ski pioneers who played key roles in the development of winter sports throughout the Intermountain area.
- Providing a vast assortment of historical artifacts which increase the public’s overall awareness of our skiing heritage.

POSITION QUALIFICATIONS:

Because of the nature of the position, the Executive Director for the Alf Engen Ski Museum Foundation must demonstrate skills, which include, but are not limited to the following:

1. Excellent communication enabling effective dialog with the general public, executives in high levels of business and/or government at the local, national, and international levels; and those directly or indirectly involved with museum day-to-day operations.
2. Self-starter with confidence to do whatever it takes to ensure the museum is operated on a daily basis as a world-class facility.
3. Demonstrated fundraising skills in non-profit organizations.
4. Strong track record of past success and recognition as a respected administrator in the community, exhibiting high moral character and integrity.
5. A comprehensive understanding of the elements necessary to maintain the Alf Engen Ski Museum at the Joe Quinney Winter Sports Center.
6. Solid overall background knowledge of winter sports and association with a wide network of contacts within the sports world and ski museums around the country.
7. Strong organizational skills and the ability to motivate and work well with others.
8. Related experience in record retention and curatorial management of historical artifacts is desired, but not required.

SPECIFIC POSITION RESPONSIBILITIES:

1. (Daily administration) All general administration that pertains to the operation of the Foundation and the Museum will be handled by the Executive Director. This includes but is not limited to, the day-to-day supervision of museum operations and staff. The ED will be responsible for timely correspondence, either by email or phone, with staff, vendors, other non-profits, the community, donors, and partners, i.e. Utah Olympic Legacy, and the University of Utah Ski & Snow Sports Archives.
2. (Staff and docents) The Executive Director supervises paid and volunteer staff. The ED will ensure staff and docents are appropriately recruited, trained, and maintained. Supervision and support will be key in ensuring a positive team.
3. (Community Outreach) Develops programs and community activities. Actively participates in the community promoting the Alf Engen Ski Museum and its mission.

4. (Grants, development, membership) In this area, the Executive Director will be required to prepare grant requests, give presentations to community organizations and business leaders, and prepare marketing approaches that will encourage the public to support museum fundraising efforts. Work to increase membership numbers as well as participate in community giving drives.
5. (Museum operations and visitor services) The Executive Director will be the on-site representative for the Museum to the general public and the Utah Olympic Park. As such, any matters requiring coordination with Park management will be accommodated through the Executive Director.
6. (Stewardship of Collections) Ensure Collections Preservations standards are adhered to with all donated artifacts and ensure the Archive Room is kept under proper museum protocols.
7. (Financial Records) The Executive Director will be responsible for all financial reports, reports, and proposals. The director will work with the Foundation's board treasurer and Chairperson to arrive at an annual budget. Once approved, the Executive Director will manage all accounts to ensure plans approved stay within budget constraints imposed. Special accounts must be maintained and reported on by the Executive Director at each scheduled BOD meeting. It is the key responsibility of the Executive Director to ensure that the Foundation's records are maintained consistent with general audit requirements.
8. (Educational Field Trip Program) Maintaining a strong education program that will remain one of the primary civic outreach programs for the Museum. As such, the Executive Director will be the primary administrator of the program including, but not limited to, promoting public awareness of the program, coordinating the community school activities into the Museum's educational program, and obtaining, training, and supporting the docent support group.
9. (Museum Committees) The Executive Director will play an active role on all approved BOD committees. The specific role will be to provide the on-site knowledge resource to questions that may develop in the course of the meetings conducted. The Executive Director will also play a key role in carrying out any plans approved for implementation by the committees throughout the year.
10. (Exhibit and facility maintenance) The Executive Director along with the Operations Manager will be responsible for ongoing oversight of the Museum's maintenance needs associated with the exhibits and take whatever action is required to ensure they are maintained consistent with the high expectations established.
11. (New exhibits) The Executive Director will work with the Exhibit Committee, staff, exhibit vendors, and the Board to develop new interactive exhibits keeping the museum lively and relevant for the best guest experience.

12. (Special events) Coordinating the activities surrounding the annual Intermountain Ski Hall of Fame dinner will be the responsibility of the Executive Director. Special events and displays throughout the year may include exhibit unveilings, member gatherings, collaborative exhibits, and promotional exhibitions.
13. (Standard Operating Procedures) The Executive Director will make an annual review of all Standard Operating Procedures that pertain to the operation of the Alf Engen Ski Museum.
14. (Professional Development) The Executive Director will participate in relevant museum workshops and seminars to keep up to date on best practices.

While these responsibilities are intended to be representative of the magnitude of the Executive Director's accountabilities, it is recognized that other functions will also be required. It will be up to the Executive Director to be able to "self-manage" any matters at the Museum to ensure it runs smoothly and professionally. Goals will be established at the beginning of each year and progress will be reviewed periodically by key members of the BOD, as appropriate.

- This is a full-time, salaried, exempt position.
 - Occasional evenings and weekends may be requested.
- This position is expected to work in our physical office location at the Museum located at the Utah Olympic Park in Park City, UT.
- Benefits
 - Health, dental, and eye insurance (80% company-paid)
 - Long-term disability insurance (100% company paid)
 - Simple IRA – 3% match

Salary is commensurate with experience.

To apply send a PDF of your cover letter and resume to engenmuseumjobs@uolf.org.