

Position: Managing Director-Vermilionville Living History Museum

Report To: Executive Director-Bayou Vermilion District

Classification: Full Time, Salaried, Exempt Administrative

Salary Range: TBD Based on Experience

Job Summary

We are seeking a dynamic and visionary Managing Director to lead the strategic direction, operational excellence, and financial sustainability of the Vermilionville Living History Museum. This pivotal role requires an energetic leader with a passion for cultural preservation, community engagement, and nonprofit management. The Managing Director will serve under the executive director of Bayou Vermilion District, inspiring teams, fostering partnerships, and ensuring the museum's mission to educate and celebrate local history is realized through innovative programs and sustainable growth. The ideal candidate will bring a blend of strategic management, entrepreneurial spirit, and strong leadership skills to elevate the museum's profile and impact.

Duties

Board Governance

- Engage with the ED and the Bayou Vermilion District's (BVD) Board of Commissioners to get their involvement and feedback on policy decisions, fundraising, and overall viability of the organization.
- Work with the Friends of the Bayou Vermilion Board to develop partnerships for fundraising efforts to support Vermilionville's mission.
- Work with the Friends Board and the BVD Commissioners as needed to secure other funds to support the BVD's mission
- Work as a lead contact between the Foundation Board and Vermilionville.
- Regularly prepare reports for the ED and the BVD Commissioner's Board regarding both financial, programmatic, and museum efforts.

Financial Performance and Viability

- Work with all department heads to anticipate operating within the approved budget, helps to maximize resource utilization to minimize expenses, drive revenues, and hit key financial markets.
- Work with all department heads in developing and refining yearly budgets and projections for the creation of a unified Vermilionville budget, to be submitted to the ED for final review.
- Oversee marketing and other public relations efforts to ensure that they match the needs and goals for revenue and attendance expectations.

- Evaluate special programming, events, and festivals, and report findings in a cost/benefit analysis.

Organizational Mission and Strategies

- Meet regularly with all Vermilionville department heads to review metrics, help solve problems, refine efforts where necessary, and collaborate to plan for the future.
- Represent the company at social, corporate, cultural events, and increased visibility in ways that strengthen the brand and communicates the organization's message.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Vermilionville's mission.
- Oversee the development, implementation, review, and adjustment of Vermilionville's strategic plan to carry out its mission.
- Oversee the development, implementation, review, and adjustment of Vermilionville's business plan to ensure that Vermilionville can fulfill that mission into the future.
- Serve as a lead spokesperson of Vermilionville to the organization's constituents, the media, the general public, and in other cases as requested by the ED. Organizational Operations
- Develop, maintain and/or oversee programs and events, and supervising event teams in a manner that is consistent with the missions of the BVD and Vermilionville.
- Monitor company operations and ensure that employees and practices comply with company, regulatory, and all local, state, and federal guidelines.
- Develop an organizational culture that promotes transparency, trust, and collaboration throughout the organization.
- Review and update (as needed) employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- Review and sign all notes, agreements, or other instruments entered on behalf of Vermilionville, forward all necessary forms to the ED for review.
- Build and manage a culturally diverse staff, clientele, and community whose skills, cultures and spoken languages reflect the communities Vermilionville serves.
- Actively communicate with employees they oversee to motivate them and understand their various concerns and perspectives.
- Overseeing all aspects of the Museum Operations department, including day-to-day business, tours, events, and departmental staff.
- Provide pertinent information for promotional literature, brochures, ads, display booths, etc. to the Marketing Director.
- Establish and maintain a new interpretative plan, based on the current best practices and scholarly resources.
- Research and develop new content and interpretations for the village including, garden spaces, livestock, and other hands-on activities, in collaboration with appropriate staff members.
- Work with the museum Curator in communicating and overseeing historical accuracy for the interpreters, and guidelines of care for the village and artifacts.
- Serve as Manager-On-Duty under the same terms as all Vermilionville administrative staff.
- Keep the ED informed of all operations and relevant plans and information.

- Enact and perform Tier 1 responsibilities in case of an emergency at the village, including fire, flood, or weather-related event.
- Perform other tasks assigned by the ED that are consistent with Managing Director position, and the missions of the Vermilionville and the Bayou Vermilion District.

Qualifications

- Proven experience in strategy development combined with nonprofit financial management expertise.
- Demonstrated success in executive leadership roles within cultural institutions or nonprofit organizations.
- Strong background in business management with a focus on operational oversight and team supervision.
- Exceptional skills in fundraising, business development, marketing, and strategic planning.
- Experience managing large budgets at an executive level along with nonprofit financial compliance standards.
- Ability to foster collaboration with board members while maintaining effective board relations.
- Leadership qualities that inspire teams; excellent communication skills; adept at stakeholder engagement.
- Prior experience supervising diverse teams in a fast-paced environment; entrepreneurial mindset is highly valued.

Join us as we celebrate history while shaping the future! This role offers an exciting opportunity for an energetic leader passionate about community service, cultural preservation, and organizational growth. If you're ready to make a meaningful impact through strategic visioning and inspired leadership—apply now!