

## JOB DESCRIPTION - DIRECTOR, MUSEUM OF BELIZE/HOUSES OF CULTURE (MOB/HOCs)

<b>Position Title:</b> Director	<b>Direct Supervisor:</b> President
<b>Division:</b> Museum of Belize and Houses of Culture	<b>Secondary Supervisor:</b> Administrator
<b>Management Level:</b> L1 - Senior Management	<b>Last Revision:</b> August, 2016
<b>Replacement/Stand-in:</b> Director of NICH/Associate Director of the MOB/HOCs	<b>Duty Station:</b> Belize City

The **Director** of the Museum of Belize and Houses of Culture is the principal business leader of MOB/HOCs and has the overall responsibility to ensure that the objectives and functions for which this division was established are translated into sustainable programmatic activities. S/he is responsible for the effective and efficient management of its strategic, financial, programmatic, and administrative operations. Additionally, s/he works in close collaboration with the Executive Management and Directors of the other divisions of NICH to achieve the overall mission and strategic objectives of the institution.

**MAIN FUNCTION:** To provide effective leadership and oversight in the day-to-day management of the Museum of Belize and the Houses of Culture.

Extensive travel, both in country and internationally, is necessary for the fulfillment of duties.

### PRIMARY DELIVERABLES:

1. Ensure the sustainable development of programmes and activities that fulfil the objectives and functions of the division;
2. Produce an annual work plan and budget for the division’s programs and activities and ensure that these are in alignment with the institution’s strategic focus;
3. Assume accountability for all financial and material resources received and disbursed through this division;
4. Identify and pursue opportunities to secure other sources of funding and/or other forms of support for MOB/HOCs programmes and activities, i.e. grant proposals, stakeholder partnerships, etc.;
5. Monitor and assess the financial and social impact of programmes and activities carried out through this division;
6. Ensure that the day-to-day programmatic and administrative work of the division are carried out in the most resourceful manner;
7. Ensure that all MOB/HOCs staff adheres to the institution’s policies and are held accountable for non-compliance;

8. Provide the necessary leadership for dynamic staff relations and implementation of MOB/HOC's programme of work;
9. Identify and hire the best qualified candidates for positions within the division;
10. Provide leadership in the management of the National Collection and Antiquities including its conservation, preservation, protection, preparation, research, exhibition and interpretation.
11. Oversee the development and implementation of an ambitious and extensive exhibition and program schedule;
12. Aggressively broaden and advance the MOB/HOCs educational and community outreach;
13. Develop and oversee the implementation of a Museum Membership Program that appeals and attracts new audiences to the MOB;
14. Establish and maintain relationships with relevant cultural and historical organisations nationally, regionally and internationally;
15. Represent the division as needed, nationally and internationally;
16. Assist in the implementation of strategic activities in NICH and MOB/HOC's programs, as necessary;
17. Ensure that the President is kept abreast of developments in the division in a timely and adequate manner;
18. Participate effectively in bi-weekly Management Meetings by providing meaningful updates on MOB/HOC's programs and activities and other management related issues;
19. Ensure that MOB and HOCs collaborate effectively with all NICH divisions and departments, including its Executive Management, Management and Technical Teams;
20. Perform other related duties that may be assigned by the President for the efficient and effective functioning of the institution.

#### **EDUCATION AND SKILLS:**

- Master's Degree or Equivalent Experience in an appropriate field, preferably in museology, cultural studies and/or management;
- At least 5 years of experience working in a managerial position;
- Awareness of and appreciation for history, arts and cultural expressions;
- Awareness of the political, economic and social issues affecting the arts and cultural sectors;
- Excellent analytical, documentation and communication skills;

- Demonstrable range of competencies in planning, program coordination, monitoring and evaluation;
- Proven organizational, administrative and financial management skills;
- Ability to work well with diverse personalities, especially with those in the cultural community;
- Fluency in English and Spanish;
- Computer Literate.

### **Compensation**

Commensurate with the level of qualification and experience.

### **Application Submission**

Interested persons are required to submit their application electronically or delivered to the address below. Application package should include a letter of interest, Curriculum Vitae, two (2) recommendation letters, supporting documentation of qualifications and experience, copy of a valid social security card, police record, and proof of Covid-19 vaccination.

The deadline to submit application is December 23, 2022.

❖ Email in PDF format to [hr@nichbelize.org](mailto:hr@nichbelize.org)

❖ Address:

President  
National Institute of Culture and History  
Dr. Dame Minita Gordon Drive  
Belize City, Belize