

Canajoharie Library & Arkell Museum  
*Legal Name: Canajoharie Library and Art Gallery*

Job description  
**Executive Director**

The Canajoharie Library & Arkell Museum Executive Director is responsible for all aspects of operation in accordance with NYS Education Law, organization Bylaws and personnel policies. The Executive Director's primary responsibilities are the advancement of the institution and the fulfillment of its mission; embrace a shared mission to promote the arts and learning in our immediate, regional, and international community. The Executive Director reports directly to the Board of Trustees.

The Executive Director oversees an annual budget of approximately \$750,000, and a staff of 3 full-time and 11 part-time positions.

**Responsibilities:**

General:

- Develop an annual budget with the assistance of the Bookkeeper, monitor revenue and expenditures for both the Library & Museum restricted accounts
- Lead fundraising activities including memberships, annual appeal, events/special programming, and grant writing to New York State programs and private foundations
- Work with the Board of Trustees to develop long-range and strategic plans
- Regularly review and update policies to ensure legal compliance
- Develop procedures and train staff on new technologies to best serve the public, maintain patron privacy, ensure appropriate museum precautions, and ensure staff safety
- Oversee the facilities with the assistance and management of the Buildings & Grounds Specialist.
- Oversee and develop the organization marketing activities through paid ads, press releases, mailings, website and other new and traditional media with the assistance of the Communications Manager
- Oversee the promotion of our mission, programs, and services through social media with the assistance of the Curator of Education & Public Engagement and Library Assistant
- Be a public voice for the Library & Museum and be an active resource in the community and local educational institutions.
- Responsible for overseeing all personnel onboarding, scheduling, HR annual training, HR issues, conducts annual performance reviews, and maintains up to date job descriptions
- Coordinate institutional technology resources, including all devices on the organization network.
- Oversee and assist with the day-to-day operations of the Library & Museum as needed
- Know thoroughly the Library & Museum its collections, history, culture, members, visitors, and patrons
- All other duties required to maintain operations and fulfill the job description

Library:

- Maintain compliance with NYS Library Minimum Standards, fill annual state report, keep Library collection current and organized through collection development and maintenance. Coordinate reference assistance, computer use, circulation and other aspects of library public services. Serve as liaison to the Library system activities, collections, and programs. Develop procedures for and supervise volunteers, and interns in accord with the Employee Handbook. Oversee the Library

Assistant in managing the front desk clerks and front of house services. Write and report Library specific grants; including but not limited to Bullet Aid and NYS Library Construction grants

**Museum:**

- Oversee the Curator of Exhibitions & Collections and all facets of Museum specific responsibilities, including collection management, recommending and facilitating conservation treatments, reviewing and recommending loans requests, collections reviews, presenting new acquisitions, cataloging new items to the collection, development of exhibitions for the public through a variety of means—in-house curated, through partnerships and rentals, research on the museum collections for publications, and overseeing the rights and Reproduction program. Write and report Museum specific grants; including but not limited to NYSCA and NYSCA Capital grants

**Programming:**

- Oversee the Curator of Education & Public Engagement to promote meaningful experiences and engage audiences of all ages with Library & Museum in-person and online. Oversee the development of programs related to the Museum's permanent collection, changing exhibitions, gallery talks, Library resources; both print and digital, Summer Reading, Museum performance programming, STEAM and community based Library programs, and regional/state/national history.

**Preferred Education:**

Master's Degree in Library Information Science from an ALA accredited University, a New York State Public Library Certificate (or the ability to obtain certificate prior to start date), a Master's Degree in Museum Studies, Art History, or equivalent Library and/or Museum experience. At least five years of experience in progressively senior positions at a Library, Museum or other non-profit educational organization, a demonstrated commitment to patron-centered library & museum service, extensive grant writing experience, and community involvement and outreach.

**Preferred Skills:**

- Museum experience, including processing loans, developing exhibitions, and a familiarity with 19th and 20th century American Art.
- Knowledge of Polaris integrated library system, Past Perfect Museum Collections Software, Microsoft Office/OneDrive, Canva, Princh, and social media.

**Work Schedule:** Full-time 37.5 hours; with some evenings and weekends as required to complete all job functions. This is a salaried exempt position.

**Salary and Benefits:** This is a salaried position \$60,000 – \$65,000 commensurate with experience. Benefits include health insurance and employer contributions to a 403b plan.

The Canajoharie Library & Arkell Museum is an equal opportunity employer, and we do not discriminate based upon age, race, creed, color national origin, sexual orientation, gender identity or expression, religion, military or veteran status, sex, disability (including pregnancy-related conditions), predisposing genetic characteristics, familial status, marital status or status as a victim of domestic violence, or other applicable legally protected characteristics.

To apply submit a cover letter, resume, and contact information for three professional references to:

Executive Director Position  
Canajoharie Library & Arkell Museum

2 Erie Boulevard  
Canajoharie, NY 13317  
Or [humanresources@arkellmuseum.org](mailto:humanresources@arkellmuseum.org)