

FORT SCOTT COMMUNITY COLLEGE

Position Description

NAME: _____ JOB TITLE: Gordon Parks Museum Executive Director
Ellis Fine Arts Center Event Promoter/Scheduler

DIVISION/DEPARTMENT: Instruction

RESPONSIBLE TO: VP of Academic Affairs

MONTHS PER YEAR: 12 HOURS PER WEEK: 40 UPDATED: 10/18

CREDENTIALS:

1. Working knowledge/expertise in the use of electronic database, word processing programs and their capabilities
2. Bachelor of Arts degree or 5 years or more experience in like position.
3. Working knowledge and experience in grant writing.
4. Ability to communicate effectively, orally and in writing, with employees, and the general public.

JOB PURPOSE: To help advance the mission of the college by directing the Gordon Parks Museum coordinating diversity programs, special events, and grant writing that will help raise the awareness of college program, and raise funds for the Gordon Parks Museum.

DUTIES AND RESPONSIBILITIES:

Gordon Parks Museum/Center for Culture and Diversity

- Serve as the Executive Director of the Gordon Parks Museum/ Center for Culture and Diversity and the annual Gordon Parks Celebration.
- Develop and facilitate portable programming that celebrates the life and works of Gordon Parks as well as expands awareness of different cultures and the importance of diversity. Use these to work with instructors to incorporate Gordon Parks story and other subjects of diversity into the general education outcome curricula.
- Solicit community volunteers, coordination of events, and fundraising, and evaluation for the museum/center and the annual Gordon Parks celebration.
- Develop and maintain current inventory list.
- Archive and catalog the memorabilia, photographs, and other gifts given to the museum by Mr. Parks and others.
- Maintain a good working relationship with the Gordon Parks Foundation in New York, keeping them abreast of museum and celebration news.
- Arrange and lead group/individual tours of the museum and seeks ways to promote the museum/celebration to the public, community and regional area.
- Keep material current on the Gordon Parks link of the FSCC website.
- Research and write grants to fund and promote the Gordon Parks Museum.

Scheduling of the Fine Arts Center & miscellaneous duties

- Schedule and coordinate both internal and external activities and events held in the Fine Arts Center theatre, meetings rooms, and lobby.

Reviewed by Supervisor: _____
Signature Date

All job descriptions are subject to revision based on changing needs of the college.