



**Chief Executive Officer • Museum of Science & History**

**Position Guide • August 2023**

**Position**  
**Reports To**  
**Location**

Chief Executive Officer  
Board of Trustees  
Jacksonville, FL



## MISSION

The Museum of Science & History (MOSH) inspires the joy of lifelong learning by bringing to life the sciences and regional history.

## FIVE-YEAR VISION

MOSH will create an ideas lab that nurtures innovation in science, technology, engineering, art, and math (STEAM). Over the next five years we will transition and transform into a world-class museum, with a dynamic platform for learning, helping to connect and build a global community. The new experience will envelop visitors in an interactive and engaging experience that ignites and fuels natural curiosity.

We will inspire future generations to dream beyond the present.

## VALUES

We are committed to our community through inspirational and purposeful action and thoughts.

We take pride in our museum and are responsible, individually, and collectively, for its success.

We believe in creating an atmosphere where excellence is infused in everything we do.

We believe that every role has value and that working together creates the highest quality work.

We believe that innovation and creativity bring learning to life.

We believe integrity and honesty guide our actions and decisions and are the foundation to building trust and strong relationships.

# MOSH IS ON THE MOVE! In 2020, the MOSH Board of Trustees decided to move MOSH to the Shipyards, located on the north bank of downtown Jacksonville.

In August 2021, the Board selected nationally recognized architect DLR Group to design an iconic building, estimated at \$100M+ to complete. Recent independent, community-based studies have revealed enthusiasm and support for MOSH's plan to envision a future beyond our current

building. Educational themes will blend the cultural, natural, and innovative fabrics of the region. Planned together with renowned architects and exhibition designers, the Genesis project will enable MOSH to meet the needs of northeast Florida, southeast Georgia and beyond for many years to come. To learn more, please visit

[www.moshgenesis.com](http://www.moshgenesis.com).



MOSH Genesis aligns 80 years

of service to the community with a focus on the future. The new museum will be a physical extension of the mission — a campus that inspires the joy of lifelong learning in every element of its design and brings to life the sciences and regional history through captivating experiences that only MOSH can deliver.

AUGUST 2021	AUGUST 2021	JANUARY 2022	DECEMBER 2022	DECEMBER 2022	MARCH 2023	APRIL 2023	MAY 2023
 <p>Board of Trustees selected The DLR Group as lead architect for MOSH Genesis project on Northbank.</p>	<p>Capital Campaign assembled to raise 40 million dollars.</p>	 <p>Downtown Investment Authority Board voted 6-0 in favor for a 40-year land lease agreement 6-0 with MOSH for \$1 per year.</p>	 <p>Conceptual architectural schematics completed by DLR.</p>	 <p>Conceptual exhibition schematics completed by Local Projects.</p>	<p>Land Lease Agreement Submitted to City Council for approval.</p>	<p>City Council approves ordinance 2023-184, a deal between Downtown Investment Authority &amp; MOSH that includes a 40-year ground lease at \$1 a year.</p>	 <p>Mayor Curry signs into effect the 40-year land lease for new Museum site.</p>



## THE OPPORTUNITY

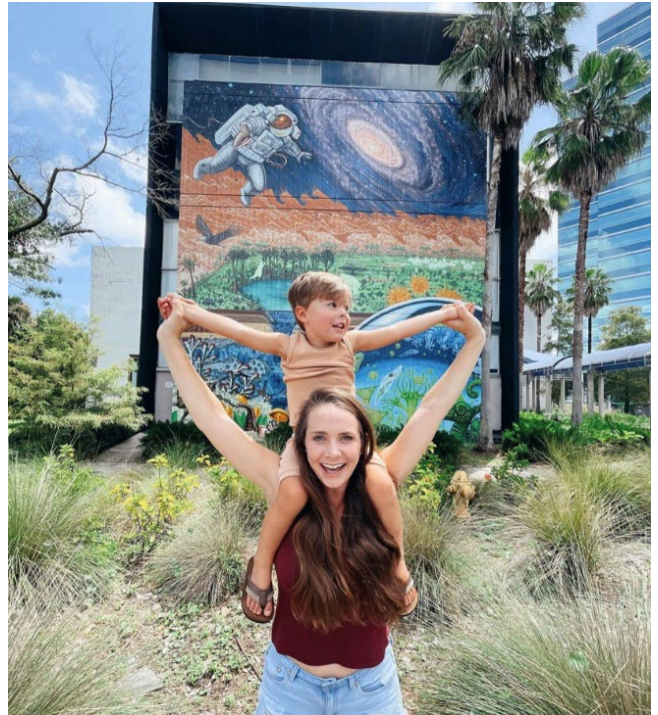
At this exciting and important juncture, the Chief Executive Officer is responsible for overseeing the implementation of the mission of MOSH by building, empowering, and inspiring staff and volunteers to advance organizational culture, programming, and facilities objectives. The Chief Executive Officer will work with current donors, community partners, and government officials to ensure the financial stability of MOSH while building new strategic alliances within the community to meet MOSH's ambitious and important goals. The Chief Executive Officer is also responsible for maintaining relationships with stakeholders and constituent groups, including city officials, funders, and high net-worth donors.

The Chief Executive Officer will have oversight of the capital campaign and every aspect of Museum operations, which includes financial development and management, exhibitions and programs, collections management, strategic and long-range planning, marketing and public relations, physical plant management, and general administration.

The Chief Executive Officer will have the thrilling opportunity to develop a sustainable master plan for exhibitions and public programming that will continue to attract broad audiences, amplify engagement, as well as strengthen connection and service to communities that face geographic, financial, and situational barriers.

Attendance is projected to grow from 178,000 annual visitors in 2022 to approximately 500,000 in 2027 and create a total of 100 new jobs for Jacksonville. Today, almost 50% of visitors are from Jacksonville, 20% are from the Jacksonville area, and 30% are tourists. The Chief Executive Officer will have the opportunity to work with the Board on plans to scale operations for the new Museum. Staff size, volunteer size, and budget are expected to double in size.

The CEO position reports directly to the 23-member Board of Trustees and oversees a current annual budget of \$4.9 million. In addition, the CEO oversees a full-time staff of 24, seasonal staff of nine, three interns, and 167 volunteers.



## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Strategic Planning

- Works closely with the Board of Trustees to craft and adopt strategies to increase mission impact, community relevance, and programmatic excellence.
- Leads the Museum in a manner that supports the organization's mission as defined by the Board of Trustees by setting, monitoring, and evaluating goals.
- Serves as the principal resource to the Board of Trustees and key committees by providing clear and effective direction on policy formulation and interpretation.
- Works with the Board of Trustees to ensure the mission of the Museum is fulfilled through effective programming, intentional planning, and outreach.
- Effectively communicates long-range plans and provides all information necessary for the Board of Trustees to make informed decisions; keeps the Board of Trustees informed of Museum programs, best practices, and industry standards.

### Institutional Planning

- Responsible for the overall impact of the Museum on the community with emphasis on increasing capacity to drive goals and missions.
- Assesses organizational capacity and implement strategies to identify gaps in systems.
- Establishes operational objectives and provides leadership on short- and long-term program development.
- Maintains relationships with museum professionals and stakeholders to further the quality of the programs, community impact, and the overall health and image of the Museum.
- Maintains accountability for institutional integrity in programming and operations of the Museum within the policies set by the Board of Trustees.
- Ensures the selection and offering of relevant programs support the overall institutional and strategic goals of the Museum.

### Financial Management

- Works with Vice President of Finance and Administration to manage organizational spending, budget compliance, and mitigate financial risks.
- Responsible for the fiscal integrity and management of the Museum by maximizing resource utilization and maintaining the Museum's budget in a positive financial position.

## THE OPPORTUNITY

- Leverages personal and professional contacts and relationships to promote a culture of fund development with all levels of the organization.
- Partners with the Board of Trustees in fundraising from corporate, private, and public sources to optimize earned income opportunities; develops resources to sustain the financial health and vitality of the Museum.
- Works with the Vice President of Development to fundraise and develop resources necessary to support the Capital Campaign and general development goals.

### Personnel Management

- Accountable for building high performing teams and ensuring teams are equipped with resources to achieve organizational results.
- Ensures that goals of inclusiveness, diversity, equity, and accessibility are embraced and embedded in the overall mission and practices of the Museum.
- Provides leadership in the enforcement of the Museum mission, its code of ethics, and all Museum policies and procedures.
- Hires, supervises, and evaluates senior staff by aligning and effectively communicating organizational and departmental goals and responsibilities.
- Oversees and implements appropriate resources and strategies to ensure a high level of staff morale and retention.



The Museum of Science & History (MOSH), first chartered in 1941, inspires the joy of lifelong learning by bringing to life the sciences and regional history and has stood as a leading cultural institution.

At MOSH, there is something for all ages to discover. Museum attendees can marvel at science or live animal shows or explore distant galaxies in one of the planetarium programs.

Every year, MOSH opens new worlds for more than 40,000 students and teachers through engaging educational programs in STEM and regional history. The informal learning environment is a vital educational tool that encourages curiosity through curriculum-based programs and hands-on learning.



MOSH is honored to have a longstanding relationship with the Duval County Public Schools (DCPS). MOSH has partnered with DCPS for more than 50 years to provide children from across the county opportunities for informal STEAM learning, both at the Museum through field trips and at schools through Education Outreaches. Field trips from all grades are welcome at MOSH, with the core of visitation coming from K - 8 Grades. MOSH seeks to expand accessibility for schools that receive Title 1 funding. Of the 38,000 school children (from all school systems) that visited MOSH in the last year, 79.5% attended a Title 1 school.

The Museum has a special focus on Early Learning with DCPS, as well. Last year, MOSH served all 74 Title 1 Voluntary Pre-Kindergarten classes in the DCPS system. The 2023-24 academic year is the third year in a row that MOSH has partnered with DCPS to host an entire VPK class at the Museum from a local Title 1 school.

High School students play a key role at the Museum, serving as Teen Interns throughout the school year, and over the summer for MOSH's Discovery Camps. Teen Interns assist staff in day-to-day program administration, host on-the-floor demonstrations, and assist departments with special projects.



## ABOUT MUSEUM OF SCIENCE AND HISTORY

MOSH hosts after-hour fun throughout the year including Cosmic Concerts where attendees can experience total sensory entertainment such as laser lights, high-def images, and digital sound collide to create a Cosmic Concert in the Bryan-Gooding Planetarium. Other events may include

MOSH After Dark, Om in the Dome, Cocktails & Chemistry, and so much more.

As a place for celebration, MOSH invites guests to design one-of-a-kind events with the dynamic backdrop of unique venue spaces. Weddings, cocktail parties, corporate gatherings, and all other special occasions can be celebrated at MOSH. Located on the Southbank of the St. Johns River in downtown Jacksonville, the Rooftop Terrace, Bryan-Gooding Planetarium, and rotating exhibitions at MOSH inspire curiosity and create memorable experiences.

Museum funding is provided in part by the City of Jacksonville and the Cultural Council of Greater Jacksonville, Inc.; State of Florida, Department of State, Division of Arts and Culture and the Florida Council on Arts and Culture; and the National Endowment for the Arts. Historic Museums Grants-in-Aid Program assistance is provided by the Bureau of Historical Museums, Division of Historical Resources, Florida Department of State, Secretary of State.



### Equal Employment Opportunity

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.



# MOSH seeks an accomplished nonprofit/museum leader who has a compelling vision for the power of informal learning environments.

This individual is a curious, lifelong learner who is passionate about customer and member engagement. They will be a tireless advocate for the Museum's mission and will inspire others to support the institution's outcomes and success. This results-oriented leader works collaboratively with teams and diverse constituencies to achieve goals. This person is a compelling and credible advocate who vigorously works as an ambassador for the organization.

The ideal candidate should demonstrate a career path of progressive leadership and management experience. Applicants should have significant experience in growing the capacity and impact of an organization that focuses on guest and member engagement. They should demonstrate the ability to operate effectively within a nonprofit governance environment. Ideally, this individual has background working in a volunteer-driven organization and/or in an organization that focuses on the stakeholder's experience.

As the key spokesperson for the Museum, the Chief Executive Officer will be a dynamic, energetic communicator who can influence others to action. The ideal candidate will show evidence of successful

fundraising leadership that includes the acquisition of major gifts and grants from foundations, corporations, individuals, and the public sector at the local and state level. Experience working in an organization that values and sustains strong community partnerships in both public and private sectors and a high level of community engagement and impact is essential.



## CANDIDATE PROFILE

Experience managing and overseeing long-term, capital projects and initiatives is advantageous. High integrity and sound judgment are essential to success in this role. This person must demonstrate consistent success in selecting highly qualified staff and developing a cohesive team of professionals. A management approach that is described as accessible, inclusive, collaborative, and empowering must be demonstrated and balanced by results-oriented accountability. A keen understanding of what it takes to develop and promote highly effective, customer-centric services and attitudes among all staff (i.e. enhancing the visitor experience) is a must.

A bachelor's degree from an accredited four-year college or university is required. A master's degree is preferred.



### Museum of Science & History offers a competitive salary and benefits package.

The salary range for this position annually is between \$220,000 and \$240,000 and will be commensurate with experience. The comprehensive benefits package includes medical, dental, vision, life insurance, and a 401(k) plan with 3% employer match. Medical insurance is offered through UnitedHealthCare and dental, vision and life insurance through Guardian. MOSH observes twelve paid holidays each year in addition to two floating holidays and offers generous Paid Time Off.

### How to apply

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC.

→ **SUBMIT YOUR APPLICATION TO KITTLEMAN ONLINE**  
**(CLICK THE APPLY BUTTON AT THE BOTTOM OF THE PAGE)**

For more information about the Museum of Science and History, visit <https://themosh.org/>.

### DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. The Board of Trustees has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. The Board of Trustees may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

