

## New Mexico Museum of Space History

### Executive Director

#### Opportunity

The New Mexico Department of Cultural Affairs (DCA), one of the most ambitious state cultural agencies in the nation, seeks a passionate, experienced leader to serve as the Director of the New Mexico Museum of Space History.

#### Background

Located in Alamogordo, New Mexico, near Robert Goddard's seminal work on rocketry's beginnings, the New Mexico Museum of Space History opened in 1976 as the International Space Hall of Fame. The museum focuses on the significant role New Mexico has played in the development of the U.S. Space Program. The museum's vision is to bring the history of exploration of air and space to New Mexico, and to show the world New Mexico's key role in humankind's pursuit of the frontiers of air and space, past, present, and future. It accomplishes this through collecting, preserving, and interpreting significant artifacts relevant to the history of space. The mission of the museum is to inspire and educate, promote and preserve, and honor the pioneers of space exploration.

The museum has yearly attendance of around 77,000 in paid visitation and educational outreach participation, and an annual operating budget of approximately \$2.4 million, with separate capital outlay of several hundred thousand dollars, generated from public and private sources. The director is responsible for the programmatic, operations, and financial management of the museum campus which includes the museum building with 28,000 square feet of exhibition space, International Space Hall of Fame, John P Stapp Air & Space Park, Daisy Track, Clyde W. Tombaugh Education Center, New Horizons Dome Theater and Planetarium, Astronaut Memorial Garden, Hubbard Space Science Research Building, and the 22,000 square foot Museum Support Center.

The museum is a division of the State of New Mexico DCA. The Director works for the Cabinet Secretary of the department and with the Governor-appointed NM Museum of Space History Commission to establish policy, determine mission, and direct the development of the museum. The museum works closely with its private nonprofit partner, the International Space Hall of Fame Foundation, which provides philanthropic support for the museum and its programs.

#### Position

The position includes administering and operating the museum in accordance with the applicable statutes and policies to:

- Maintain, lead, and motivate staff and volunteers.
- Directly supervise senior staff members.
- Provide fiscal responsibility and accountability of the museum. Ensure that fiscal staff are trained and proficient in all aspects of budget preparation, budget management, and procurement requirements. Proposes budgets for operations and capital improvements in conjunction with DCA initiatives, priorities, and annual legislative efforts.

- Oversee the development of exhibitions and programs of an educational nature for the benefit of the public, particularly students. Develop exhibits and programs that are cost-effective, with the goal of being self-sustaining and increasing revenue.
- Direct research, preservation, and conservation of the collections for the benefit of the public. Recommend acquisitions to the Commission, by donation or other means.
- Maintain accreditation of the museum.

Externally focused duties include:

- Increasing public support for the museum and its programs by enhancing marketing strategies and increasing visibility.
- Build visitation, education, and outreach through new and existing public education programs and exhibits.
- Deepen partnerships with other regional, statewide, and national cultural and scientific institutions, especially with other DCA divisions, including resource sharing, marketing, cross-promotion of programs and activities, and the development of regional educational and public programs.
- Enhance the relationship between the museum and the International Space Hall of Fame Foundation to increase financial support for museum programs and ensure coordination of efforts in pursuit of funding from public and private foundations.
- Increase earned revenue through admissions, public program fees and rental concessions. Cooperate with educational and scientific institutions, State and Federal agencies, Tribal and Federal governments to establish, maintain, and extend the programs of the museum.

The Director leads a staff of approximately 20 employees.

#### Ideal Candidate

The successful candidate will possess the knowledge, expertise, and skills to guide the museum forward. The candidate should have demonstrated ability in the administration of complex organizations serving diverse constituencies and audiences. Candidates must have previous administrative experience in a museum or institution of related character and a bachelor's or higher degree in a discipline related to the functions of the museum. Strong candidates will have a successful record in strategic planning, management, and fundraising.

Key qualities of the successful candidate are:

- Innovation in exhibit and public programs in a traditional museum setting.
- Entrepreneurship to maximize earned revenue opportunities in alignment with the mission of the museum and its public charge.
- Relationship-building to develop and maintain productive partnerships with the Commission, Foundation, and community.
- A vision for building collaboration with other cultural institutions, especially with other DCA divisions across the state.

The Director reports to the DCA Cabinet Secretary and should have an authentic commitment to diversity, equity, and inclusion in staffing, programming, and engagement. Compensation is approximately \$120,000 depending on experience, plus benefits and PERA retirement. References upon request.

For more information, please visit:

- [New Mexico Department of Cultural Affairs](#)
- [New Mexico Museum of Space History](#)
- [International Space Hall of Fame Foundation](#)

Position open until filled. Review of applications to begin November 1, 2024. To apply, send curriculum vitae and letter of interest to: [executive.search@dca.nm.gov](mailto:executive.search@dca.nm.gov) Questions? Please contact Jane Egan at 505-469-2417 or [jane.egan@dca.nm.gov](mailto:jane.egan@dca.nm.gov)

***Please note that candidates' materials submitted in this process may be subject to disclosure under New Mexico's Inspection of Public Records Act.***

The Department of Cultural Affairs is committed to an equitable and inclusive work environment for all candidates and employees and provides equal opportunities in all employment practices without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy or childbirth, age, disability, or veteran status.