

## **Indiana Basketball Hall of Fame**

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### **Executive Director Job Listing**

**Title:** Executive Director

**Reports to:** President of the HOF (i.e., the employee will report to the President of the 26-person Board of Directors in regards to conflicting requests/orders/assignments).

**Based at:** Indiana Basketball Hall of Fame Museum in New Castle; duties of the position may involve travel.

**Job purpose:** The Executive Director is responsible for the administration and programs of the Indiana Basketball Hall of Fame, a not-for-profit corporation with a statewide board of directors which operates a 14,000 sq. ft. museum facility (plus upcoming expansion) in New Castle.

**Key Responsibilities may include, but not exclusively:**

#### **Primary Responsibilities:**

##### **I. ADMINISTRATION**

- A. Schedule, staff and execute directives of Board and working committees.
- B. Executive Director is responsible to Executive Committee through the President of the Board.
- C. Working with treasurer and investment committee to prepare and oversee budget for operation programs and investment accounts.
- D. Work with assistant to prepare daily-monthly reports on all financial transactions.

##### **II. DEVELOPMENT**

- A. Develop and implement programs for soliciting and recognizing corporate, individual, and grant contributions.
- B. Assist committee members responsible for soliciting individuals for the annual membership drive.

##### **III. EVENT MANAGEMENT**

- A. Developing a media relations program for the following:
  - Raymond James Hall of Fame Classic Basketball Tournament
  - Citizens State Bank Hall of Fame Golf Outing
  - Annual Awards Dinners
- B. Recommend/develop/implement additional annual events.

##### **IV. FACILITY MANAGEMENT**

- A. Oversee staff including 60 volunteers in the seven-day-a-week operation of a tourist attraction.
- B. Oversee maintenance of building service and exhibit audiovisual systems.
- C. Oversee recruiting and training of volunteers.
- D. Working with staff and volunteers to oversee gift shop inventory, sales and displays.

V.       MARKETING

- A. Develop and implement advertising/marketing strategies to increase museum attendance among target audiences: individual leisure travelers, group tours, and schools, using paid advertising, direct mail, and cross-promotion with other businesses or attractions.
- B. Media Relations: promote museum programs and activities through press releases and public broadcast appearances.
- C. Respond to inquiries from media and from visitors and the public.
- D. Produce a quarterly magazine.

VI.       MUSEUM MANAGEMENT -Oversee the following:

- A. Catalogue, research, maintain and make accessible the growing collection of objects, documents, and photographs.
- B. Develop and promote changing exhibits with special emphasis on the new computer program.
- C. Responsible for displays, themes, topics and layout with board approved budget.

A previous knowledge of the following programs and applications will be beneficial: Microsoft Office, including Word, Excel, PowerPoint, and Outlook, Adobe Suite; Google docs, Word Press, etc.; proficient use of internet and email. Database use and management, content management system use and graphic design skills may be especially helpful.

The successful candidate must be able to manage many responsibilities in a non-profit museum setting and must be able to thrive in a small office environment with heavy volunteer involvement. An extensive knowledge of Indiana high school basketball history is not necessary, but a willingness to learn on the job is a must. Applicants must have a high school diploma or equivalent. Previous management and non-profit experience are beneficial.

Duties may include lifting, handling delicate and unique memorabilia. Long days, including evening and weekend hours, will be required at various times throughout the year.

Must communicate well, work well with others, be a self-starter and problem solver, display promptness, dependability, trustworthiness, common sense and have an upbeat and positive demeanor at all times. Must be able to work with a volunteer staff of a wide range of age, background, education, skills and abilities.

Interested candidates should send a cover letter and resume, including at least three personal references and employment history with position, responsibilities and pay as soon as possible.

***Resumes and materials may be sent to Assistant Director Kayla Kessler by e-mailing [jobs@hoopshall.com](mailto:jobs@hoopshall.com) or mailed to One Hall of Fame Court, New Castle, IN 47362 by Monday, May, 2, 2022. No phone calls – no exceptions.***