



Contemporary Art Museum St. Louis

Job Opportunity: Deputy Director

We are seeking an experienced and well-qualified Deputy Director to serve as the administrative leader, overseeing and coordinating operations, financial administration, business and strategy planning, facilities, visitor experience, hospitality and retail operations. CAM is an organization with a \$3 million annual operating budget and \$14 million endowment. The Deputy Director reports to the Executive Director as a key member of the senior management team. The Deputy Director will supervise an Accounting Manager (PT outsourced), Visitor Experience and Events Manager (FT), and Facilities Coordinator (PT). The Deputy Director acts as the primary finance and human resources leader and works closely with the Executive Director and Board of Directors to achieve the Museum's strategic goals.

The position of Deputy Director includes a broad range of responsibilities across five areas:

Strategic

- / Partner with the Executive Director on strategic and operational issues; make recommendations based on financial analysis and projections, cost identification, and allocation of revenue/expense analysis.
- / Participate in the ongoing strategic planning process; collaborate with senior management to advance the Museum's strategic goals.
- / Manage long-term budgetary planning and cost management.
- / Partner with the Development Director to align financial management with short and long-term goals.
- / Serve as liaison to Board Finance Committee and participate in Board meetings; ensure alignment with and understanding of best practices for nonprofit fiscal policy.

Financial Management

- / Lead organization-wide budgeting process and oversee the implementation of budgets.
- / Oversee accounting, ensuring that financial records are in accordance with Generally Accepted Accounting Principles.
- / Work with the executive team to identify operational budget risks and help identify offsets.
- / Provide analytics to support business and strategic decisions.
- / Communicate finances through reports, dashboards, and metrics to Board of Directors and Finance Committee.
- / Oversee all retail and earned revenue operations and coordinate across departments to maximize income opportunities.

Human Resources

- / Oversee all human resource activities including new hires, terminations, and employee benefit plans, including annual renewals (medical, dental, vision, FSA).
- / Ensure compliance with all reporting regulations, including 403B regulatory reporting requirements.
- / Provide counsel on all new hires and participate in new hire interviews.
- / Ensure adherence to all personnel policies.
- / Provide critical feedback on performance issues and provide mediation when required.
- / Review compensation levels and benefits package against local, regional, and national Arts Organizations and recommend changes to maintain competitiveness.
- / Coordinate the organization-wide performance review process for all employees.

Visitor Experience

- / Oversee the Visitor Experience program, ensuring a high-quality visitor experience through staff training, educational tours, and a customer-service approach.
- / Oversee management of front-of-house operations, including staffing, shop, cafe, bar, and the Museum's facility rental program, with the goal of providing an excellent visitor experience in a safe, clean, and welcoming environment.
- / Supervise policy and protocols to ensure that the Visitor Experience team communicates knowledgeably and enthusiastically about exhibitions, programs, and Museum activities.
- / Strategize the visitor experience, from planning-the-visit and in-gallery learning to data capture, evaluation, and ongoing relationship management.
- / Develop and implement attendance metrics, tracking, reporting, and analysis.
- / Oversee earned revenue operations, including the shop, cafe, and rental events. Balance mission and facility needs of the Museum with maximized income opportunities.

Facilities Management

- / Supervise the facility maintenance function, including in-house maintenance, service contracts, independent contractors, and annual preventative maintenance.
- / Act as project manager on major capital projects.
- / Develop and update a long-term maintenance and capital-replacement plan.
- / Review with Finance Committee and Board and integrate with the annual operating budget process.
- / Competitively bid all service contracts on a routine basis.
- / Oversee contracted IT services, including all equipment maintenance and replacement.

Qualifications

- / A minimum of seven years senior financial leadership experience.
- / Bachelor's degree in relevant field; CPA/CMA and/or MBA preferred.
- / Financial and accounting expertise, including knowledge of Generally Accepted Accounting Principles.
- / Proficiency in QuickBooks, Excel, CRM and various database platforms as well as POS and commerce/sales solutions and integration.

- / Business management skills, including experience with administration and human resources.
- / Experience working within a fast-paced, small or mid-sized nonprofit organization. (For-profit candidates accepted, but preferably those with nonprofit board experience.)
- / Strong planning, strategy, financial, budgeting, analytical, and communication skills.
- / Creative, collaborative, and entrepreneurial leader skilled at building and supervising cross-functional teams.
- / Ability to understand the sensitive nature of art as it relates to cultures and political climates.
- / Strong emotional intelligence and interpersonal communication skills. This includes the ability to connect with people from diverse racial and socioeconomic backgrounds.
- / Demonstrated commitment to diversity, equity, accessibility, and inclusion.
- / Ability to work independently and effectively; self-directed; responsible and accountable for decisions.
- / Willingness to be a hands-on leader, working alongside staff to ensure the Museum's success.
- / Drive and ambition to pursue excellence while maintaining composure under pressure.

Compensation:

This is a full-time position. Compensation, including benefits, is competitive and commensurate with qualifications and experience. The salary range for this position is \$100,000-\$120,000.

About the Contemporary Art Museum St. Louis

The Contemporary Art Museum St. Louis creates meaningful engagement with the most relevant and innovative art being made today. Founded by civic and cultural leaders in 1980, the Museum transformed from a small gallery into an internationally recognized arts institution, now permanently housed in a flexible, open, and inviting building designed by renowned American architect Brad Cloepfil. CAM's distinct architecture reflects the organization's values and supports a dynamic range of exhibitions, public programs, educational initiatives, and community collaborations. The only museum in the region solely dedicated to contemporary art, CAM is one of the preeminent non-collecting institutions of its kind in the United States. We are a site for discovery, a welcoming space, free and open to all. For more information, visit camstl.org.

CAM is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age, family responsibilities, national origin, or veteran status. We value a diverse workforce and an inclusive culture.