

REOLDS TRANSPORTATION MUSEUM

240 Museum Drive • Lansing, MI 48933-1905 • (517) 372-0529

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The R.E. Olds Transportation Museum was established in 1977 as a result of a study task force of the Greater Lansing Chamber of Commerce.

The Museum is a nonprofit, educational organization governed by a Board of Trustees. It is dedicated to Ransom Eli Olds, inventor, entrepreneur, and financier, and one of Lansing's most notable automotive leaders. He created the principle of the assembly line in the automobile industry and founded two local automobile companies: Olds Motor Works (1897) and REO Motor Car Company (1904).

As the Museum has grown in interpretation of its mission, and to more accurately promote Lansing area's many contributions in transportation, the word "Transportation" was added to the Museum's name in 1987.

The Museum exhibits a significant collection of automobiles, engines, and other materials significant to the transportation history of Lansing, the region, the state and the nation. The R.E. Olds Transportation Museum and the Bates and Edmonds Engine Company offices are resources within the Lansing Stewardship Community of Motor-Cities-National Heritage Area, a cultural heritage area and affiliate of the National Parks Service.

The R.E.Olds Transportation Museum, which is a 501(c)3 non-profit, opened its doors in 1981 with a handful of cars automobiles. The museum now has 65 cars on display. The entire collection is valued at nearly \$1 million, not including loaned cars. The museum which is the only museum honoring Oldsmobile and REO has long had support from the Lansing community. Recently, the City of Lansing sold the museum's long time home to the museum for \$2 to show its support for the impact the museum has on the city tourist economy. The museum also enjoys support from a number of Olds and REO car clubs from the United States and Canada.

This is an exciting opportunity to lead a reenergized and financially stable institution. Known as one of the best small car museums in the country, opportunities abound to

expand and create new ways to showcase its world-class collection and to grow the legacy of R.E. Olds and the City of Lansing, Michigan.

Reports to the Board of Directors with overall strategic and operational responsibility for the museum, its staff, volunteers and adherence to annual and strategic plans.

Full Time Exempt Salaried

Scope of Operation:

- Car collection of over 75 automobiles ranging from 1897 Olds to a 2004 final Alero. Besides many “one-of-a-kind” cars, the museum archives have irreplaceable historical documents.
- Annual admissions of nearly 10,000 people (individual paid, groups and guests)
- Managing volunteer force of 32 dedicated people
- Annual paid membership of 354
- Separate storage annex and archives with creative storage rack program for members.
- Staff of 2, managed year-round
- Monday to Friday with occasional museum events on nights and weekends. The Executive Director must be flexible to meet the demands of the museum events.

Overview of Responsibilities:

- Operations
- Programming
- Collections
- Human Resources
- Finance
- Stakeholders/Community relationships
- Fundraising
- Risk Management
- Board Relations

Executive Director Direct Responsibilities

- 1) The Executive Director is the Chief Administrative Officer of the Museum and is responsible for all dealings with employees, volunteers, visitors, donors and community stakeholders. The Executive Director is responsible for executing the strategic direction of the museum’s board as well as providing input for annual and strategic business plans.
- 2) The Executive Director represents the museum to the community and is expected to participate in as many community events as possible to further the mission of the museum. Must be able to juggle competing demands for the museum’s resources.
- 3) Acts as an advisor to the board on all internal/external matters that warrant board action.

- 4) Ensures all professional and ethical standards are maintained at the highest level to the expectation of visitors, staff, volunteers and donors.
- 5) Oversees the museum's collection and seeks creative ways to present the museum's assets to the public for the furtherance of the museum's educational goals. Delivers educational programs and personal presentations about the museum and its mission.
- 6) Develop, build and nurture relationships with key stakeholders and donors, including foundations. Keeps stakeholders informed of museum progress or needs. Builds membership!
- 7) Familiarity with grant writing and the grant approval process.
- 8) Knowledge of automotive mechanics is helpful but not required. The ability to assess repair/restoration options is important to the preservation of the museum's assets.
- 9) Oversee annual budget for Finance Committee review and Board approval. Ensures museum finances are healthy with a balanced annual budget.
- 10) Ensures financial controls and reporting are in place and followed. Also ensures proper risk management procedures are in place to protect visitors, employees, volunteers and the museum's assets.
- 11) Ensures the security, preservation and protection of the museum's assets. Also ensures that the proper policy and procedures are in place for the preservation of all the historic museum's assets.
- 12) Seeks sponsorship opportunities and is in charge of all museum events including car shows, raffle events and rental of the museum premises.
- 13) Determine staffing needs, maintain staff and volunteer morale.plus ensures proper employment practices are defined and in practice.daily.
- 14) Comfortable with Quickbooks, accounting and monthly financial reporting.
- 15) Responsible for ensuring timely payments to IRS, State of Michigan, City of Lansing, quarterly UIA and other key vendors and suppliers.
- 16) Retains and expands membership.

**Interested parties should submit a cover letter and resume to:
Executive Director Search Committee, R.E. Olds Transportation
Museum, 240 Museum Drive, Lansing, MI 48933**

The R.E. Olds Transportation Museum is committed to ensuring the diversity of its visitors, board, staff, volunteers, and programming. As an anchor of the Lansing community, we seek diversity through our leadership, values, policies, and practices. We welcome diverse job applicants including any race, ethnicity, gender, gender identity, religion, culture, sexual orientation, those with physical disabilities, age, veterans, philosophy or viewpoint, and socio-economic status.