



Now accepting applications from **July 21- August 15** for the below position. Interested individuals should email their resume/cv to cao@thepealecenter.org, with 'COO Position' as the subject.

Chief Operations Officer

Salary

\$60,000

Work Schedule

- 40 hrs week - primarily Wednesday - Sunday
- Flexibility to amend schedule to meet the needs of the organization's operations
- Ability to work remotely except when required on-site for exhibition and program related events
- Occasional work required in the evenings and on weekends for exhibition and program related events

Position Summary

The Chief Operations Officer (COO) is a core member of the four-part leadership team that includes the Chief Administrative Officer, the Chief Strategy Officer and Chief Curator. The responsibilities of the COO include coordinating the daily and monthly operation of The Peale, on site, off site, and virtually; managing earned revenue streams, including rentals, retail, and concessions; and working other team members to ensure accessible use of spaces for exhibitions and events of many types. Special attention will be given to crafting and implementing structural, organizational and governmental systems. You play a key role in the daily operations of the Museum – ensuring maintenance and efficient operation of the museum's facilities, overseeing the Museum's shop, catering facilities, and point-of-sale systems, providing visitors with exceptional customer service during their time at the Museum, and ensuring that the Museum provides exceptional support to community members and creators who use the Peale as a platform to present their authentic Baltimore stories.

Core Duties include:

Leadership Team

- Collaborate with the Chief Administrative Officer, Chief Strategy Officer, and Chief Curator on leadership of the Peale including organizational strategies and goals, providing leadership, and management direction.

- Partner with the Chief Strategy Officer to develop new repeatable and sharable programs, models, and processes from experiments, prototypes, and proof of concept initiatives.
- Assist in hiring processes and developing, scheduling, hosting, tracking, and assessing staff operational trainings.
- Ensure that accessibility standards are met and maintained throughout entire organization.
- Monitor and support staff and public compliance with policies, including COVID-19 and safety protocols.

Programs

- Directly lead and support the Exhibitions and Programs Manager and Visitor Services Manager with all events, exhibitions, and for regular museum open hours.
- Work with the Exhibitions and Programs Manager to coordinate all appropriate staff and services related to events.
- Develop and manage all contracts with external renters and vendors for exhibitions and events.
- Manage the Peale's space use calendar.
- Manage the Peale's overarching workflow project management software which includes exhibitions, programs, grants etc.

Facilities

- Supervise the general contracts, maintenance, and repair of the Peale's facilities including an ongoing preventive maintenance program for security, fire/life safety, and all capital improvements.
- Develop and implement additional organizational systems for the museum.
- In collaboration with the Visitor Services Manager, monitor content of all signs in public areas and work with other departments to coordinate requests for signage and other information in public areas.
- Work closely with the Visitor Services Manager to take steps to reduce the risk of a loss or damage to any objects/materials in the museum or on loan to the museum.

Private Rental Program

- Coordinate and run the Peale's private rental program.
- Meet prospective renters, show the Peale Museum building, and develop proposals.
- Create and manage contracts with renters.
- Schedule rentals.
- Work with Peale team to support rentals of the Museum building.

Museum Shop

- Design, set up and operate the Peale's Museum Shop.
- Design, support and manage the opening, restock, and organization of materials and supplies at the shop.
- Responsible for daily cash handling procedures and ensuring integrity in cash handling.
- Assist facilitation of smooth operations and communications with vendors.