



Position Description

EXECUTIVE DIRECTOR

(Part-Time, Independent Contractor)

International Council of Museums – U.S. National Committee (ICOM-US)

March 19, 2026

[HTTPS://WWW.ICOMUS.ORG/](https://www.icomus.org/)

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About ICOM-US

[The International Council of Museums – United States National Committee \(ICOM-US\)](#) is the U.S. representative body of the International Council of Museums (ICOM), a global network of museum professionals dedicated to the promotion and protection of cultural heritage—tangible and intangible.

ICOM represents more than 50,000 members across 130+ countries and territories, advancing international collaboration, professional standards, and ethical practices for museums worldwide.

ICOM-US connects American museum professionals to this global network through participation in International Committees, conferences, and collaborative initiatives. The organization supports the exchange of knowledge and expertise, promotes best practices in museum governance and ethics, and strengthens the role of museums as vital civic and cultural institutions.

ICOM-US is governed by a volunteer Board of Directors and supported operationally through an association management partnership. The organization is committed to fostering professional exchange, advancing museum leadership, and contributing to global conversations on cultural heritage.

Position Summary

Remote | Part-Time | Approx. \$60,000 annually

Travel required 2x per year (spring and fall Board meetings)

ICOM-US seeks a part-time Executive Director (ED) to provide contracted leadership and coordination for the U.S. National Committee of the International Council of Museums (ICOM-US). This is a unique opportunity to help shape the future of ICOM-US at a pivotal moment of organizational growth, stabilization, and renewal.

Working in close partnership with the Board Chair, Vice Chair, Treasurer, and committee leaders—and in collaboration with the association management firm Strategic Association Management (SAM)—the ED will advance ICOM-US's mission, strengthen member engagement, and support effective governance and organizational operations.

The ED will serve as an independent contractor, delivering services through their own business or consulting practice (U.S. or Canadian entity), rather than as an employee. This structure is designed to be compatible with other professional commitments, provided that any actual or potential conflicts of interest are fully disclosed and appropriately managed in accordance with ICOM-US policies. The Executive Director will be expected to operate in alignment with ICOM's Code of Ethics for Museums and ICOM-US governance standards.

The Executive Director is formally engaged by and accountable to the ICOM-US Board of Directors. The ED must disclose any current or prospective consulting engagements that could present an actual or perceived conflict of interest and may not use the ICOM-US role, information, or relationships to secure or advantage other professional work or clients.

Structure of the Engagement

- Status: Independent contractor providing Executive Director services to ICOM-US through their own business entity.
- Reports to: ICOM-US Board Chair (with close collaboration with the Treasurer and Executive Committee).
- Works with: Board, committees, SAM, ICOM Paris, and partner organizations.
- Time & Compensation: Part-time engagement (expected ~2–3 days per week on average), with a professional fee of approximately \$60,000 USD annually, commensurate with experience and agreed scope.
- Location: Remote, with travel to at least two in-person Board meetings per year (typically spring and fall).
- Contractor responsibilities: The ED is responsible for their own taxes, benefits, insurance, and compliance in their jurisdiction of residence.
- Initial term of one year, renewable upon mutual agreement.
- Candidates must be able to contract through a U.S. or Canadian business entity.

Key Responsibilities

The ED provides strategic coordination and leadership support, not day-to-day back-office administration (which remains with SAM). Major areas include:

1. Leadership & Board Partnership

- Partner with the Chair/Co-Chairs and Board to support implementation of the Board's strategic vision and annual priorities.
- Serve as a key operational liaison between the Board, committees, members, and external partners, helping to coordinate information flow and follow-through.
- Prepare, in collaboration with Board leadership, agendas, briefing materials, and follow-up for Board and Executive Committee meetings; support committee reporting to the Board.
- Help coordinate committee workplans, timelines, and deliverables in collaboration with committee chairs, to encourage momentum and follow-through.

2. Coordination with SAM (Association Management Partner)

- Act as primary operational contact for SAM on behalf of ICOM-US.
- Work with SAM to ensure their services (membership management, communications execution, finance support, logistics) are aligned with Board-approved priorities.

- Provide feedback and guidance to SAM within the boundaries of the ICOM-US/SAM scope of work, consulting with the Chair and Treasurer on any major issues or changes.
- Ensure SAM is included early in discussions that may affect membership systems, financial processes, or communications platforms.

3. Membership & Communications (Leadership, not Execution)

- Lead membership strategy and priorities, including member value, recruitment, and retention, in collaboration with the Board and Membership/Communications committees.
- Approve new members under Board-adopted policies or ensure that a designated Board member performs this function.
- Develop, with relevant committees, a high-level communications and program plan (themes, priorities, and calendar) for ICOM-US.
- Provide content direction and approvals for email outreach, website updates, and social media, while SAM executes the technical build and distribution

4. Programs, Webinars, and Events

- Support committees in planning member-facing webinars, virtual programs, and mixers, ensuring that goals, audiences, and formats are clearly defined.
- Coordinate with SAM on promotion, registration, and technical hosting for webinars and major virtual events, typically using SAM's platform with appropriate lead time.
- Help ensure that programming is communicated clearly to members and aligned with ICOM-US's mission and international relationships within ICOM.

5. Finance & Organizational Health

- Work with the Treasurer, Finance Committee, and SAM to support sound financial planning and oversight.
- Use the baseline budget in Excel prepared by SAM (aligned with QuickBooks) as the starting point for scenario planning and Board discussions on priorities and tradeoffs.
- Review financial reports provided by SAM, help interpret trends for Board consideration, and support preparation of budget recommendations to the Board.
- Coordinate with the Treasurer, SAM, and external advisors on matters related to annual filings (e.g., Form 990) and organizational compliance, recognizing that SAM compiles the data, and the Board/officers formally approve and sign.

6. Governance, Nominations, and International Liaison

- Support the Nominations/Governance committee in planning board recruitment, nominations timelines, and orientation processes; provide coordination and documentation support.

- Help the Board maintain strong governance practices, transparency, and clear communication with members.
- Serve as a point of contact with ICOM Paris and other ICOM national committees, as appropriate, to support U.S. engagement, coordination, and information exchange.

Qualifications

- Significant experience in museum leadership, nonprofit management, or membership-based associations.
- Demonstrated ability to work effectively with volunteer boards and committees.
- Strong organizational, communication, and facilitation skills; able to coordinate multiple workstreams without day-to-day staff.
- Experience collaborating with and guiding the work of vendors, consultants, or association management firms.
- Proven ability to operate as an independent professional or consulting practice, managing multiple clients or projects.
- Familiarity with international cultural heritage issues or professional associations is a plus.
- Bachelor's degree required, advanced degree or equivalent experience in a relevant field preferred.

Work Environment & Engagement Terms

- Fully remote, with regular virtual meetings and two in-person trips per year for Board meetings (spring and fall), plus occasional additional travel as mutually agreed.
- The ED sets their own schedule and work methods, subject to meeting agreed deliverables, deadlines, and Board/committee meeting times.
- The ED is engaged as an independent contractor, not as an employee, and is responsible for all personal or corporate tax and benefit obligations in their jurisdiction.
- The ED will fully disclose to the Board any other contracts or clients that could present an actual or perceived conflict of interest and will not use the ICOM-US role, information, or relationships to promote or advantage other consulting work or benefit other clients.
- The initial term and renewal expectations will be defined in a services agreement between ICOM-US and the ED's business entity, approved by the ICOM-US Board of Directors. Any decision to renew, not renew, or terminate the agreement rests with the Board, which may authorize officers to handle day-to-day contract administration consistent with Board actions.

How to Apply

Interested candidates should submit a cover letter and curriculum vitae to: Kate Quinn, Co-Chair, ICOM-US at chair@icomus.org. Please include "Executive Director Application" in the subject line. Applications will be reviewed on a rolling basis and will be accepted until the position is filled.

Equal Opportunity Statement

ICOM-US is committed to creating an inclusive and equitable professional environment. We encourage applications from individuals of all backgrounds, experiences, and perspectives. ICOM-US does not discriminate since race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. We value diverse perspectives and believe they strengthen our organization and the communities we serve.

Annex: Alignment with ICOM-US / SAM Partnership Outline

The table below summarizes how the Executive Director (ED) role defined in this position description aligns with the division of responsibilities in the ICOM-US / SAM Partnership Outline. It is intended as a quick crosswalk, not a replacement for the full grid.

Functional Area	Executive Director (Contracted)	SAM / Board & Committees
Membership	Leads membership strategy and priorities; approves new members per Board policy; works with committees to shape member value and engagement.	SAM manages the membership database, renewals, and campaign execution; Board sets policy and membership criteria.
Communications	Develops high-level communications plan and key messages with committees; reviews and approves content direction.	SAM builds and sends email campaigns, posts to social media, and updates the website; Board/committees set overall priorities.
Programs & Webinars	Supports committees in designing and coordinating webinars, virtual programs, and mixers; aligns content with mission and member needs.	SAM manages promotion, registration, and hosting for major webinars/events; Program/Communications committees lead on content.
Finance & Budgeting	Works with Treasurer and Finance Committee to review SAM's baseline budget, develop scenarios, and prepare recommendations for the Board; reviews financial reports.	SAM maintains bookkeeping, prepares financial reports and baseline Excel budget, and compiles 990 data; Board approves budget and oversees financial health.
Board & Governance	Supports Chair and committees with agendas, materials, and coordination; helps ensure follow-through and good information flow.	Board and committees make decisions, set policy, oversee governance, nominations, and leadership transitions.
SAM Relationship	Serves as primary operational contact for SAM; provides direction within approved scope and brings major issues to Chair/Treasurer.	SAM delivers contracted services; Board approves SAM contract and scope; Treasurer is key secondary contact on finance/contract matters.
International Liaison	Acts as a point of contact with ICOM Paris and other national committees as appropriate, coordinating with Board on key issues.	Board provides overall international positioning and advocacy; SAM provides logistical and administrative support as needed.