

**Job Title: Executive Director**

**Location: Delta, UT**

### **Overview**

The Topaz Museum seeks an Executive Director committed to promoting justice and education in a unique setting that comprises an 8,000-square foot modern museum and the 639-acre historical Central Utah Relocation incarceration site, both owned by the Topaz Museum Board. The site has gardens, paths, foundations, and artifacts that remain much as the government left them when the buildings were removed in 1947.

Now in an era that is experiencing political turmoil, the mission of the Topaz Museum is more significant than ever: to preserve and teach the history of the unjust incarceration of Japanese Americans at the Topaz site located near Delta, Utah during World War II.

The museum opened in 2017 in downtown Delta to tell the history and display the artifacts from the Topaz concentration camp site, 16 miles away. Visitors often comment on the emotional impact they feel after touring the exhibits and the site.

We educate more than 15,000 visitors and students annually, with hopes of spreading our reach. The museum is supported by an active Board of Trustees and is in a strong financial position. The Executive Director will continue the organization's current financial strategy for long-term sustainability, while employing museum best practices to strengthen its role as a vital resource.

Located two hours from Salt Lake City and just a few hours from six national parks and world-class skiing, the museum is situated in a region known for its desert landscapes, 90 miles from the Nevada border.

### **About the Organization**

The Topaz Museum, a private non-profit, is a nationally respected institution dedicated to preserving and teaching the history of the Topaz incarceration site and remembering the Japanese Americans who lived the history. The museum's mission is to honor those who were incarcerated by telling their stories, preserving the site, and educating current and future generations to help prevent similar civil rights violations.

The modern museum, built in 2015, preserves a significant collection, including artwork from the historic *Topaz Art School* and unusual artifacts made by those who were incarcerated. The Topaz Museum exhibit area features an art gallery that displays selections from a collection of 150 original pieces of artwork, a re-created barrack, half of an original recreation hall used by the Boy Scouts at Topaz, a gift shop, and video displays of oral histories. Collection storage is onsite. In addition, the Topaz Museum Board owns 639 acres of land located 16 miles from the museum, where more than 11,000 Japanese Americans were unjustly imprisoned. The museum preserves and protects this one-square mile historic section that became a National Historic Landmark in 2007. The site is an incredible treasure which retains more evidence of the history than any of the other nine Japanese American incarceration camps.

## **The Opportunity**

The Executive Director will join a vibrant institution, with a powerful mission, and a compelling story, to lead the museum through a pivotal moment of growth and national relevance. Reporting to and working closely with the Board of Trustees (comprised of both Japanese American Topaz descendants and local Delta community members), the Executive Director will serve as the leader in advancing the mission and future growth of the Topaz Museum and in preserving the historic incarceration site. The Executive Director is essential in ensuring that the history of Topaz is not only remembered, but also used as a vital lens to examine and address present-day civil rights issues, as its legacy continues to resonate.

While current day-to-day operations, collections care, exhibitions, and educational programming have been led by a dedicated team of volunteers, the Board looks forward to expanding the museum's capacity by hiring professional staff. The Executive Director will play a central role—strengthening volunteer engagement while building the infrastructure to sustain a professional team. In addition, this individual will be responsible for protecting the physical integrity, maintenance, and preservation of the museum building, exhibits, and the historic site near Delta, Utah. The Executive Director will continue the connection between the museum and its broader community—building trust, fostering local relationships, and ensuring the museum remains a valued, visible, and deeply integrated cultural resource.

## **Key Responsibilities**

### Strategic Leadership:

- Collaborate with the Board of Trustees to shape and implement the museum's vision, honoring Topaz's legacy while expanding its reach and impact.
- Identify growth opportunities, build strategic partnerships, and ensure programs align with the museum's mission.
- Evaluate existing programs and incorporate visitor feedback and best practices to improve the museum.
- Lead and mentor staff and volunteers to foster a strong, mission-driven team.

### Program and Organizational Development:

- Strengthen the museum's programs, volunteer network, and public profile in Utah and nationally.
- Expand community outreach, educational initiatives, and the permanent collection.
- Ensure smooth daily operations and long-term planning for exhibits, collections, and visitor experiences both at the museum and the site.

### Museum Operations and Governance:

- Oversee facility operations, visitor experience, and the preservation and curation of the museum's unique collection.
- Work closely with the Board and committees to support planning and organizational sustainability.
- Manage the scheduling and development of exhibits and educational programming.
- Supervise a team of 20+ volunteers and anticipated hired staff.

#### Facility Oversight:

- Supervise maintenance and infrastructure development at the museum and the site, including planning and executing ongoing upkeep and protection.

#### Fundraising and Financial Management:

- Lead financial planning, budgeting, and reporting to ensure stability and transparency.
- Grow the museum's fundraising efforts by engaging donors, cultivating new funding opportunities, and deepening relationships with existing supporters.
- Develop and implement fundraising strategies aligned with the museum's long-term goals.

#### Communications and Public Relations:

- Serve as the primary spokesperson and ambassador of the museum.
- Strengthen partnerships with community leaders, organizations, and educational institutions throughout the state and locally.
- Oversee communications across all platforms, including media, website, social media, and printed materials to expand public awareness.

### **Qualifications**

The Executive Director of the Topaz Museum will be a dynamic and resilient museum professional with a deep regard for history, a commitment to the community, and the ability to lead the organization toward greater sustainability, impact, and relevance. While it is understood that no one candidate will bring every desired skill, characteristic, and experience, the following list offers a reflection of the ideal candidate profile:

- A master's degree in a relevant field (history, museum studies, nonprofit management, public administration, or similar) is preferred. A bachelor's degree may be acceptable, depending on additional work experience.
- Leadership experience in a museum or cultural organization.
- Demonstrated success in strategic planning, staff supervision, financial oversight and reporting, and fundraising.
- Knowledge of history, particularly around civil rights, social justice, and Japanese American incarceration.
- High ethical standards and a consistent record of building trust-based relationships with diverse constituencies.
- Experience with standards and best practices for museums, including an understanding of the physical and documentation requirements for the preservation of artifacts and historical records.
- Promote imaginative and creative ways to make the history inviting and relevant.
- Cultivate effective working relationships with diverse audiences and stakeholders, including donors, community groups, schools, corporations, and local civic organizations.
- Excellent communication skills, including writing and public speaking.
- Excellent project management, time management, and multi-tasking skills.
- Ability to act as a visible and respected ambassador of the museum, representing the values of the organization.

### **Compensation and Benefits**

The Executive Director is expected to reside in the Delta, UT area. The salary range for this position is \$80,000 to \$100,000, commensurate with experience, plus a competitive benefits package. We are open to negotiation based on qualifications and professional background, and are willing to support educational advancement.

We are looking for a three-year commitment. This is a great opportunity to build connections with other agencies through the Japanese American Confinement Sites consortium as well as interface with the National Park Service, the Smithsonian, universities, and other national organizations including the Japanese American Citizens League.

### **How to Apply**

Qualified applicants are encouraged to submit a complete application package consisting of a résumé, a cover letter outlining their suitability for the role, and contact information for three professional references. Applications should be emailed to [anna@mightypenguinconsulting.com](mailto:anna@mightypenguinconsulting.com).

*We will be accepting applications through March 28, 2026.*

