



**FLORIDA  
AGRICULTURAL AND  
MECHANICAL  
UNIVERSITY**



Invites Applications and Nominations for the Position of:

**Director of Museum Operations  
Carrie Meek-James N. Eaton,  
Sr., Southeast Regional Black  
Archives Research Center**

## The Opportunity

Florida Agricultural and Mechanical University (FAMU) is pleased to announce the acceptance of qualified applications for the Director of Museum Operations.

The director is responsible for all operations, programming, marketing, outreach, financial activities, and other aspects relating to the Carrie Meek-James N. Eaton, Sr., Southeastern Regional Black Archives Research Center (MEBA).

## The Responsibilities of the Director

Reporting to the Associate Provost for Graduate Education and Dean of the Graduate School, the director oversees and serves as primary point person for all aspects of MEBA's operations and maintenance; develops and executes MEBA's annual operations plan; prepares and manages MEBA's operational budget; develops and executes a long-term strategic plan for sustainable operations; plans, coordinates, and executes fundraising events; and continually evaluate and work to enhance MEBA's guest services to ensure excellent visitor experience.

The director develops and executes marketing and communications plan to increase attendance and aid in the increase of self-generated revenue; oversees the development, management, and updates content for museum website and other social media mediums, media releases, and other publications/media to increase museum's marketing capacity and impact; collaborates with the Friends of the Black Archives and other support organizations to help raise funds for and awareness of the museum; builds and maintains relationships and promotional opportunities with various organizations (e.g., cultural institutions and attractions, tourist services, hotels, chambers of commerce, and city departments); markets MEBA as a premier special event rental location and manage special event contracts and events; and serves as an ambassador for MEBA to sponsors, business associations, government officials, cultural and educational groups, tourism agencies, and other organizations.

Lastly, the director continually evaluates and works to enhance MEBA's diverse programs, staff, and volunteer efforts; identifies and develops creative educational programs that raise awareness of MEBA and complement other programs; works with education outreach team to support MEBA's program goals and objectives; and coordinates the implementation of all museum-based programs and partnerships.

## Required Qualifications

- › Bachelor's degree in an appropriate area of specialization and eight years of related experience; or
- › Master's degree in an appropriate area of specialization and six years of related experience

## Preferred Qualifications

- › Demonstrated leadership qualities including strategic thinking, strong interpersonal skills, sound judgment, and the confidence and ability to build quality working relationships at all levels
- › Ability to manage all aspects of running a guest intensive operation to include problem solving skills that will support both the staff and the visitor
- › A strong commitment to providing excellent customer service and the ability to develop measurable criteria
- › Organizational skills to execute shared governance and promote collaboration and teamwork with Graduate Studies and throughout the University
- › Effective verbal and written communication skills
- › Fluency in basic accounting (how to read a profit & loss statement), cash handling procedures and proficiency, market research, and budgeting and reporting
- › Knowledge about or interest in MEBA's main themes and focus areas
- › Ability to maintain the highest levels of integrity at all times

## Carrie Meek-James N. Eaton, Sr., Southeastern Regional Black Archives Research Center

In 1971, the Florida Legislature mandated the creation of a repository to “serve the state by collecting and preserving source material on and about African Americans from ancient to present times.” This mandate gave birth to what would later become the Black Archives Research Center and Museum.

The center was founded in 1976 by Florida A&M University history professor, Dr. James N. Eaton. It officially opened in historic Carnegie Library on FAMU’s campus. Since that time, the Black Archives has served as a research center for individuals of various ages, ethnicities, and interests. By functioning both as a repository for archival records and a museum for historical regalia, the center continues to render academic



support to educational institutions, civic, political, religious and social groups, as well as, public and private businesses throughout Florida and the nation.

Although designated as a statewide facility, the Black Archives quickly evolved into an important regional, national, and international research center for studies pertaining to African American culture and history. Due to generous contributions from the public, the center’s holdings consist of more than 500,000 individual archival records and more than 5,000 individual museum artifacts. The center is one of 10 black archives in the United States and is one of the largest repositories relating to African American history and culture in the Southeast. More than 160,000 people visit the center annually or are educated through the Archives’ numerous outreach programs. Many

reference requests and visitors to the museum include people from throughout the United States and other parts of the world including Africa, Canada, England, Germany, Japan, Mexico, Russia, Switzerland, and the West Indies.

## The Donation of Carnegie Library

In 1906, Andrew Carnegie donated \$10,000 to build a new library for the Florida State College for Colored Students (present-day Florida A&M University). The new two-story, brick facility officially opened to the public in 1908. It was the first Carnegie Library built on a black land-grant college campus. The facility boasted modern amenities such as electricity, indoor plumbing and water supplied by the city. In later years, the Library served as an art gallery, religious center, and in 1976, became the founding home of the Black Archives Research Center and Museum, which also in 1976, was listed on the National Register of Historic Place.

## The Founding of the Black Archives

James Nathaniel Eaton, Sr., earned both his bachelor's and master's degrees from Fisk University in Nashville, Tennessee. Afterward, he worked as a history professor at Miles College in Fairfield, Alabama, and a patrolman and assistant principal in Richmond, Virginia before accepting a position as professor of history at Florida A&M University in 1958.



Between 1969 and 1977, Dr. Eaton served as chairman of FAMU's Department of History, Geography and African American Studies. In 1975, he was named founding archivist, curator, and director of what is now the Southeastern Regional Black Archives Research Center and Museum. For the next three decades, he helped amass a collection of memorabilia and printed records that now comprise one of the region's largest collections of first-source material relating to the history, culture, and contributions of people of African decent living in the United States. The diverse collection was built on the premise of his personal motto that "African-American History is the History of America."

Dr. Eaton is nationally and internationally known for his work and expertise in the areas of American, African American, Southern, and Russian history. He was selected "Most Outstanding Teacher of the Year" 25 times in his 45 years of teaching at FAMU. Anyone who attended his class or listened to one of his lectures was considered "Eatonized." In 1978, Dr. Eaton was named FAMU's first "Distinguished Professor."

Eaton was a key player in having the historic Carnegie Library placed on the National Register of Historic Places in 1978. The campus and surrounding community of FAMU was designated a National Historic District in 1998.

In 1981, Dr. Eaton, with a group of dedicated community members, co-founded the Friends of the Black Archives, a non-profit volunteer group dedicated to the promotion and preservation of African American history. It was founded to support and incite greater interest in the center and its public services. In 1983, the James N. Eaton, Sr. Endowment was established to render further support to the museum and archives.



The noted archivist, curator, educator, and historian was the recipient of hundreds of accolades and awards. Some of his most prestigious honors include being named “Professor of the Year” in 1991 by Florida’s Council for Advancement and Support of Education (CASE). In 1997, Florida Memorial College bestowed upon him the Doctorate of Humane Letters. After nearly five decades of dedicated scholarship and public service Dr. Eaton announced his retirement in 2003. That same year, the university bestowed upon him the title of Professor Emeritus. Additionally, in 2003, in recognition of his dedication in the areas of education, American, African American and world history, a bill was introduced in the Florida Legislature that proposed naming the new Southeastern Regional Black Archives Research Center and Museum expansion facility the Meek-Eaton Building in the honor of Eaton and his close friend and colleague, U.S. Congresswoman Carrie P. Meek (retired), who helped secure funds for the new facility.

## The Expansion of the Black Archives

U.S. Congresswoman Carrie Pittman Meek (retired) has enjoyed an historic trailblazing career as a public servant, college administrator, and educator. She first made history in 1978, when she was elected to the Florida House of Representatives. In 1982, she became the first African American woman elected to the Florida State Senate. After 14 years in the Florida Legislature, Meek was elected to the U.S. House of Representatives in 1992. She was the first African American lawmaker elected to represent



Florida in Congress since Reconstruction. Meek was a strong advocate for underserved populations. She retired from Congress in 2003, and was succeeded by her son, Sen. Kendrick Meek. She returned to Dade County where she dedicates her time and service to the Carrie P. Meek Foundation, a non-profit corporation. In 2006, the Carrie Meek - James N. Eaton, Sr. Southeastern Regional Black Archives Research Center and Museum, located on FAMU's campus, was co-named in her honor.

## About Florida Agricultural & Mechanical University

Founded in 1887 as the State Normal College for Colored Students, Florida Agricultural and Mechanical University (FAMU), is a public, fully accredited member of the State University System of Florida. FAMU is an 1890 land-grant, doctoral/research institution and is the premier school among historically Black colleges and universities. Prominently located on one of “the highest of seven hills” in Florida’s capital city of Tallahassee, Florida Agricultural and Mechanical University remains the only historically Black university in the 12-member State University System of Florida (SUS).

FAMU provides support to the nation and the global community in helping to create a collaborative research infrastructure dedicated to improving lives across interconnected communities. It is classified as a Higher Research Activity Institution by the Carnegie Foundation for the Advancement of Teaching.



FAMU offers 54 bachelor’s degrees, 29 master’s degrees, three professional degrees, and 12 doctoral programs in a wide range of academic areas. The three professional degrees include the Juris Doctor, Doctor of Pharmacy, and the Doctor of Physical Therapy. The 12 doctoral degree programs include 11 doctoral degrees and one Doctor of Public Health (DrPH). The doctoral degrees include the following: biomedical engineering, chemical engineering, civil engineering, electrical engineering, mechanical engineering, industrial engineering, pharmaceutical sciences, physics, educational leadership, environmental science, and entomology. The University has 14 colleges and schools.

The University’s campus expands over 422 acres in Tallahassee and has several satellite campuses across Florida, including the College of Law in Orlando and the College of Pharmacy and Pharmaceutical Sciences (COPPS) which has sites in Miami, Jacksonville, Tampa and Crestview; and the FAMU Farm in Quincy.

Originally designed to meet the needs of the underrepresented and the underprivileged, FAMU continues to serve the citizens of Florida and the world through its provision of pre-eminent academic programs. For more information on Florida Agricultural and Mechanical University’s rich history, visit: <http://www.famu.edu/index.cfm?AboutFAMU&History>.

## Mission

FAMU is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins, and nationalities as life-long members of the university community. (Adopted by the FAMU Board of Trustees, October 2009)

## Vision

FAMU will be recognized as a premier land-grant, doctoral research university that produces globally competitive graduates.

Achieving this vision requires the University to provide students with an educational experience that allows them to compete in the 21st century global economy. Today's students are interested in becoming entrepreneurs, innovators, and thought leaders. They are not just interested in getting a job but addressing social issues and providing transformational solutions to world and community problems. FAMU is enhancing its status as a first-choice institution that students will pay for and in which donors will invest. The University will create strategies and choices to accomplish this, using six guiding principles: quality, integrity, transparency, accountability, core values, and outstanding customer service.

## Strategic Plan

FAMU conducted a broad and participative strategic planning process, resulting in the plan entitled, "*FAMU Rising*" ([FAMU Strategic Plan, 2017-2022.](#)) The strategic plan provides the University with a road map of actions that transcend the boundaries of colleges, schools, and administrative units. This plan puts FAMU in a position to compete not only with other HBCUs but any other university in the state and the nation as we produce highly trained undergraduate and graduate students with the purpose of helping families attain their educational and financial dreams. Through the implementation of the goals and strategies, FAMU demonstrates its dedication to "rising" to meet all challenges and to making contributions to the state of Florida and the world that are bold and exceed all expectations. The plan will lead to the university to

### **Enrollment (2020)**

Total enrollment is 9,184  
80% Undergraduate; 20% Graduate  
65% Female; 35% Male

### **Student-to-Faculty Ratio**

14:1

### **Full-time Instructional Faculty**

581; 72% are tenured or tenure-track

### **Non-Faculty Staff**

1,096

### **Florida Agricultural and Mechanical University Foundation (2021)**

FAMU Foundation's assets and managed funds totaled more than \$164 million

### **Contracts & Grants (2021-2022)**

\$62.6 million

becoming internationally recognized as a premier land-grant doctoral research institution that produces globally competitive graduates.

The following six strategic priorities of the plan are:

- › Exceptional student experience
- › Excellent and renowned faculty
- › High-impact research, commercialization, outreach, and extension services
- › Transformative alumni, community, and business engagement
- › First-class business infrastructure
- › Outstanding customer experiences

## Institutional Governance and Structure

FAMU is part of the State University System of Florida, composed of 12 universities of varying sizes and missions, which is overseen by the Florida Board of Governors, a constitutional body. The president reports directly to the Florida Agricultural and Mechanical University Board of Trustees, which consists of thirteen (13) members. Six (6) trustees are appointed by the governor, and five (5) trustees are appointed by the Board of Governors, subject to confirmation by the Florida Senate. These trustees serve staggered terms of five (5) years. The University's academic programs are managed by the provost and vice president of academic affairs. The presidents of the faculty senate and student government association are elected by their bodies and serve a one-year term. As the governing body of the University, the Board of Trustees is charged with policy making for the University. The powers and duties of the Board of Trustees are set forth in Sections 1001.71 - 1001.73, Florida Statutes; and Board of Governors Regulation 1.001.

The University is committed to shared governance, with faculty members represented through a faculty senate. The faculty senate is the highest legislative body within the University and advises the president on academic matters and other concerns affecting more than one school or college. The faculty senate considers, legislates, and advises on all matters of general university interest. Faculty senators are elected annually for two-year staggered terms in March of each year by the faculty of each college or school. New senators take office at the initial fall meeting of the faculty senate. In addition, various members of the University administration may serve ex-officio members, and the student government associate elects four (4) student members. The faculty senate elects its officers, sets its own rules of procedure, and establishes committees to perform senate functions.

## Accreditation

FAMU is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) to award baccalaureate, master's, professional and doctoral degrees. In addition to SACSCOC accreditation, individual colleges, schools, and departments are accredited by their appropriate accrediting agencies.



## Core Values:

Scholarship, Excellence,  
Openness, Fiscal  
Responsibility,  
Accountability,  
Collaboration, Diversity,  
Service, Fairness,  
Courage, Integrity,  
Respect, Collegiality,  
Freedom, Ethics, and  
Shared Governance



## About Tallahassee

The city of Tallahassee, the county seat, and the only incorporated city in Leon County, was established in 1825. Now Leon County's largest city, Tallahassee, is also home to the Florida legislature. Over the last 10 years the population within the city of Tallahassee has grown making it the 12<sup>th</sup> fastest growing metropolitan area with a growth rate of 12.4%, which is higher than Miami and Tampa. With a 2020 population of 199,205, it is the 9<sup>th</sup> largest city in Florida and the 122<sup>nd</sup> largest city in the United States. Tallahassee is currently growing at a rate of 1.44% annually and its population has increased by 9.83% since the most recent census, which recorded a population of 181,376 in 2010.



## Highlights of Tallahassee

Niche ranks Tallahassee among the top 100 cities as:

- › One of the best cities to live in America
- › One of the best cities to raise a family in America
- › One of the cities with the best public schools in America
- › In 2020, Tallahassee ranked among the top 25 of the most educated cities in America by *WalletHub*
- › Tallahassee is currently ranked as the No. 18 best college town in the nation by *Best College Reviews*

- › According to the *2020 World Population Review*, Leon County is the most highly educated county in Florida with 49.9% of residents holding a Bachelor's, Master's, professional or doctorate degree, compared to the national average of 24.1% and the Florida average of 22%.
- › In 2018 and 2019, Tallahassee was ranked as one of the Top 100 Places to Live by [livability.com](http://livability.com) for its education, economics, as well as its artistic and cultural venues

The average household income is around \$64,000 and ranked the “Best in America” for parks and recreation by the National Recreation and Park Association. A long list of yearly festivals, museums, gardens, dining, and entertainment options attract interest from both local residents and tourists. As the state capital, Tallahassee is home to the Florida State Capitol, Supreme Court of Florida, Florida Governor’s Mansion, which was added to the U.S. National Register of Historic Places in 2006, and nearly 30 state agency headquarters. The city also is known for its large number of law firms, lobbying organizations, trade associations and professional associations, including the Florida Bar and the Florida Chamber of Commerce.

Tallahassee has a humid subtropical climate with long summers and short, mild winters, as well as drier springs and autumns. Summers in the city are hotter than in the Florida peninsula and it is one of the few cities in the state to occasionally record temperatures above 100 °F (37.8 °C), averaging 2.4 days annually. The average summer temperature in July, the hottest month, is 82.0 °F. In the winter, the city is markedly cooler, with a January daily average temperature of 51.2 °F.

## Local Economy

The greater Tallahassee area has the fastest growing economy per capita in Florida. The area is experiencing a rate of growth twice that of the state and nearly three times that of the country. Private development, a driving force strengthening and diversifying the local economy, is thriving in the city and signals a positive outlook for the next couple of years. Scattered throughout Tallahassee, there are close to 100 development projects in various phases. These include approximately 8,800 dwelling units and over 4.4 million square feet of non-residential uses (retail spaces, offices, hotels, etc.). These projects will translate into thousands of local job opportunities – both during development and after.

A recent analysis that considered six of these development projects estimated the total economic impact to be nearly \$775 million with more than 6,000 jobs and \$253 million in wages. Additionally, Florida A&M University has major development projects on the horizon related to the individual campus master plan. Financial impacts to the area are expected to be over \$1 billion.

<http://www.talgov.com/cotnews/majordevelopment.aspx>

# Nomination and Application Process

## Salary

Salary will be competitive and commensurate with qualifications and experience.

## How to Apply

Greenwood/Asher & Associates, LLC. is assisting FAMU in this search. Applications and nominations are now being accepted. Inquiries, nominations, and application materials should be directed to Greenwood/Asher and Associates. Application materials should include a letter of interest that clearly states the applicant's qualifications for the position, a current résumé/curriculum vita, and the name and email address of five professional references. Submission of application materials as PDF attachments is strongly encouraged. Initial screening of applications will begin immediately and will continue until an appointment is made.

### **Please direct inquiries, nominations, and application materials to:**

Marion Frenche, Practice Leader, Diversity, Equity & Inclusion,  
Search Manager & Senior Executive Search Consultant  
Shelley Sullivan Feather, Senior Executive Search Consultant and Practice Leader,  
Library and Information Science  
Email: [marionfrenche@greenwoodsearch.com](mailto:marionfrenche@greenwoodsearch.com)  
E-mail: [shelleyfeather@greenwoodsearch.com](mailto:shelleyfeather@greenwoodsearch.com)

For more information on Florida A&M University and MEBA, please visit <http://www.famu.edu/> or <http://www.famu.edu/academics/libraries/mark-eaton-black-archives-research-center-and-museum/index.php>.

Florida Agricultural and Mechanical University is an equal opportunity/equal access University. Successful candidate is subject to a pre-employment screening which includes a review of criminal records, reference checks and verification of education. If an accommodation due to a disability is needed to apply for this position, please call (850) 599-3076.

***This search is being conducted under Florida law, including the Sunshine law and Public Records law.***