



## **Job opening: Executive Chef at The Brinton Museum**

Unique career opportunity to be a part of the leadership team at The Brinton Museum, located on the beautiful 620-acre historic Quarter Circle A Ranch in Big Horn, Wyoming. *The Brinton Museum is a multi-faceted institution with a mission to connect the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.*



The vision of The Brinton Museum is to expand upon the work of Helen Brinton, who in 1960 established an institution named after her brother Bradford. Helen's intent was to preserve the Quarter Circle A Ranch and the Brintons' collection of fine art, furnishings, historic and American Indian artifacts and make them accessible to the public. It was her desire that the institution be a source of education and enjoyment to all visitors, regardless of nationality, race, color or creed.

**POSITION SUMMARY:** The Executive Chef is responsible for the direction, coordination, and supervision of all kitchen functions of the Brinton Bistro and Events & Catering Services. The Executive Chef will work in coordination with the Bistro & Events Manager to establish and maintain a service and leadership philosophy, which serves as a guide for Bistro and Events staff, while emphasizing the importance of quality delivery of service.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback.
- Interacts with other members of the museum's staff to share information and to collaborate to achieve the museum's strategic objectives.
- Responsible for food ordering and inventory.
- Works alongside kitchen team members to prepares food, setting the standard and maintaining consistency.
- Supervises, supports, schedules, assigns daily work, informs and trains team members in all kitchen Bistro and Events & Catering activities and operations.
- Works with the Bistro & Events Manager to ensure all events and Bistro functions run smoothly.
- Ensures compliance with health, safety, sanitation and alcohol awareness standards.
- Anticipates guest needs and responds promptly to those needs.
- Works in conjunction with other departments wherever necessary and maintains good working relationships.
- Reports maintenance, hygiene, and hazard issues to the Facility Manager.

**DESIRED EDUCATION AND EXPERIENCE:**

- Minimum 3 years of related experience in the culinary field
- Previous Chef experience preferred

**QUALIFICATIONS AND SKILLS:**

- Excellent interpersonal and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Creative culinary flair
- Personable, organized, and capable leader who can effectively manage a department

**COMPENSATION AND BENEFITS:**

\$37,000 - \$42,500 annual salary based on qualifications. Event gratuities, 403(b) plan with matching from employer, employee discount, health insurance, and paid time off.

***Qualified candidates please email cover letter and resume to  
kheimbuck@thebrintonmuseum.org***

***For questions regarding the position please contact Kendra Heimbeck at 307-763-5928***

***To learn more about The Brinton Museum go to [thebrintonmuseum.org](http://thebrintonmuseum.org)***