

ART GALLERY DIRECTOR II *

Function of Job:

Under administrative supervision of a designated administrator, to be responsible for the administration of an art gallery involving both financial and exhibition program planning.

Characteristic Duties and Responsibilities:

1. Direct exhibition programs with responsibility for choosing and obtaining art objects and making arrangements for their acquisition.
2. Maintain records on all collections.
3. Hold curatorial and developmental responsibility of permanent art collection of the institution.
4. Supervise preparation of informational publications accompanying exhibitions.
5. Maintain contact with other institutions and the public in setting up exhibition programs.
6. Develop and supervise out-reach educational programs.
7. Supervise work of others in carrying out above duties
8. May teach courses in curatorial studies or other related subjects within the director's area of expertise.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree with background in art or curatorial studies.
2. Two years of related experience.
3. Supervisory ability.
4. Some administrative experience involving budgeting or ability in same.

Additional Desirable Qualifications:

1. Ability to relate to and work harmoniously with faculty and professionals in the art field.
2. Sensitivity and aesthetic judgment required to represent the institution's cultural objectives to outside professional artists, students and the public.

2/20/81 _____
System Approval

2/20/81 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Title revised to "Art Gallery Director II; original approved 7/29/76 as "Art Gallery Director."