

ART MUSEUM DIRECTOR*

Function of Job:

Under administrative supervision of a designated administrator, direct and supervise the operations and administration of an art gallery/museum, including programming, exhibition planning, publications, development and conservation of permanent collection, public relations, development initiatives, finances, and staffing.

Characteristic Duties and Responsibilities:

1. Direct and manage daily operations of the facility, including facility maintenance and developing and maintaining the budget.
2. Hire, train, supervise and evaluate staff, student workers, interns, and volunteers.
3. Working with college/university public relations office as needed, oversee or create art gallery/museum publicity, including website and social media networks, press releases, advertising, newsletters, and publications, such as catalogues and exhibit brochures.
4. In collaboration with advancement/development, develop and implement fundraising plans and events
5. Write grants, identify and cultivate donors for financial support and/or donations to the art gallery/museum and coordinate fundraising with institutional advancement.
6. Cultivate volunteers for services, such as Friends groups and advisory boards.
7. Research, plan, and execute exhibition and installation schedule and design.
8. Oversee maintenance of records on collections and exhibitions; supervise archiving, cataloguing, and digitization of collection; and plan and executive collection development.
9. Develop exhibitions and programs to support faculty curricula, and provide educational programs, tours, and talks as needed.
10. May research and teach course in art/museum studies or related subjects within the director's area of expertise.
11. Represent the museum in professional service to the field.
12. Participate in institutional professional development and training.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in art, art history, archive management, or curatorial studies.
2. Four years of experience in exhibition planning, curating, program planning, collection development and management, and/or related area.
3. Supervisory and administrative experience.
4. Effective written and oral communication skills.
5. Budget management and fundraising skills.
6. Sensitivity and aesthetic judgment required to represent the institution's cultural objectives to outside professional artists, students and the public.

Additional Desirable Qualifications:

1. Experience in college/university art gallery/museum.
2. Experience writing and managing grants.

8/25/11
System Approval

7/18/11
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.

* Revised - original approved 7/29/76 as "Art Gallery Director and revised to Art Gallery Director II, 2/20/81.

