

## EXHIBITIONS AND COLLECTIONS MANAGER\*

### **Function of Job:**

Under general supervision of Gallery/Museum Director or other designated supervisor, manage operations of art gallery/museum, including registering art collection and exhibits, preparing exhibits, providing security, coordinating special events, supervising the facility, and maintain professional standards and procedures in handling, displaying, and caring for works of art and/or objects in collection and on loan.

### **Characteristic Duties and Responsibilities**

1. Provide security for objects in museum on exhibit and in the collection, including development and implementation of emergency/disaster plan and procedures; hiring, training, and supervising security staff; managing access and use of collection by faculty and students, and maintaining the operational policy manual for student staff.
2. Responsible for safety, storage, and transit of objects on display, in collection, and on loan.
3. Oversee digital image library and photography needs for gallery/museum.
4. In conjunction with director, plan and implement exhibition program, including negotiating terms and coordinating operations with lenders, service providers, and borrowing institutions.
5. Maintain databases and spreadsheets of all necessary records for loaned objects and permanent collection listing insurance, packing and shipping data, and condition; generate reports and maintain documentation for insurance, shipping, etc. as needed.
6. Oversee the installation of exhibits including fabrication of special forms, purchasing necessary materials, moving and painting walls, matting and framing works, producing labels and graphics, preparing pedestals, and installing works of art.
7. Supervise, hire, train, and evaluate staff and students as assigned.
8. Research and write for public information, including press releases and publicity items for exhibitions, text associated with displays, newsletters, and exhibition announcements as assigned.
9. Coordinate facility's safety and physical requirements, assuring consistent temperature and humidity for storage of permanent collection storage and exhibition galleries and the functionality of safety and electronic security devices.
10. Coordinate scheduling of special events and arrangements for all museum-sponsored events.
11. Travel as required to view and/or pack art objects borrowed for exhibitions.
12. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in art, art history, museum studies or closely associated area and two year of related experience.
2. Supervisory skills.
3. Computer skills as required by department.
4. Organizational and communication skills.

### **Additional Desirable Qualifications:**

1. Work experience in higher education gallery or museum facility.

5-30-07

System Approval

4-30-07

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 3/9/81 as Art Gallery Assistant.

