

ART GALLERY AND MUSEUM DIRECTOR

DEFINITION

Plans, organizes, directs, and manages the operations and activities of a college art gallery and museum; has responsibility for soliciting both art and financial contributions for the gallery and museum and managing the gallery and museum's supporting foundation.

TYPICAL DUTIES

Plans, organizes and manages the day-to-day operations of a college art gallery and museum.
Plans, manages, and implements all activities of the foundation that supports a college art gallery and museum.
Consults with college administrators to best maximize the role of a college art gallery and museum in college life.
Establishes and maintains an effective working relationship with the college art department to support all relevant educational activities.
Identifies and develops sources for providing exhibits and educational programs designed to enhance the public understanding and appreciation of art.
Identifies and solicits sources of funding for a college art gallery and museum including private individuals, corporations, and foundations.
Researches and prepares grant applications to support a college art gallery and museum and facilitate its responsibility to the college and community.
Coordinates fund raising activities in conjunction with the college development administrator.
Coordinates the promotion of gallery and museum activities including the production of appropriate promotional posters and publications.
Directs and participates in the acquisition, classification, storing, preservation and display of art objects.
Oversees the gallery and museum workshop.
Establishes and enforces operational policies and procedures of a college art gallery and museum.
Directs and participates in the maintenance of all records pertaining to the gallery and museum art collection.
Directs and participates in the development and maintenance of a "web-site" to support the gallery and museum.
Develops and manages the gallery and museum budget.
Coordinates and participates in the transport of art objects and exhibits to and from the art gallery and museum.
Prepares reports and presentations related to the operations and activities of a college art gallery and museum.
Supervises and evaluates assigned staff.
Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS

An **Art Gallery and Museum Director** has full responsibility for the planning, operation, fundraising and direction of a college art gallery and museum.

An **Art Gallery Preparator** assists in the physical operation of an art gallery by performing tasks involved in displaying, storing, cleaning, cataloging, securing, transporting, and installing art exhibits.

An **Instructional Assistant, Art**, applies knowledge of design, drawing, painting, print making, ceramics, and sculpture, in performing a broad range of duties related to the day-to-day operations of an art department which includes the preparation of supplies, materials, and equipment for instructional use, art gallery activities, record keeping, and store keeping functions.

SUPERVISION

General direction is received from an appropriate college administrator and foundation board of trustees. Supervision is exercised over assigned personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and techniques pertinent to the acquisition, classification, storing, transportation, preservation and display of art objects
- Fine arts and visual arts terminology and interrelationships of all areas of art
- Art history
- Principles and practices of effective fundraising strategies
- Community relations and community outreach
- Federal, state, and local laws, codes and regulations related to foundation and gift receipts
- Principles of business and personnel management
- Principles and techniques of public relations, promotion, publicity, and marketing for galleries, museums and special exhibits
- Security practices necessary to protect assigned art collection and temporary exhibits
- Insurance requirements for galleries, museums and special exhibits
- Principles and practices of budget preparation and administration
- World Wide Web and Internet environments
- Principles of supervision and training
- Organization and management of records
- Capabilities of computer applications and hardware

Skill in:

- Interpersonal relationships
- Presenting concepts orally and in writing
- Gaining the understanding and support of community groups, professional organizations, and business organizations

Ability to:

- Plan, direct and manage the operations of an art gallery and museum
- Provide a positive image for an assigned art gallery and museum
- Establish and maintain cooperative relationships with administrators, faculty, staff, students, and the community
- Interpret and apply federal, state and local laws, codes and regulations related to foundation and gift receipts
- Apply principles and techniques pertinent to the acquisition, classification, storing, transportation, preservation and display of art objects
- Plan and coordinate fundraising activities
- Curate and install museum or gallery exhibits
- Exercise initiative, discretion, and critical judgment
- Anticipate conditions, plan ahead, establish priorities and meet schedules
- Interpret and apply applicable collective bargaining agreements
- Develop effective interpersonal relationships
- Prepare effective reports, correspondence and presentations
- Develop and maintain a budget
- Supervise, train and evaluate assigned personnel
- Learn general computer applications

ENTRANCE QUALIFICATIONS

Education and Experience

- A. Graduation from a recognized four-year college or university, preferably with a degree in fine arts, studio art, art history, gallery or museum management or closely related field **AND** five years of full-time, paid professional level experience in directing or assisting in the direction of an art gallery or museum.

OR

- B. A master's degree from a recognized college or university with a major in fine arts, studio art, art history, gallery or museum management or closely related field **AND** three years of full-time, paid professional level experience in directing or assisting in the direction of an art gallery or museum.

Special

- A valid Class "C" California driver's license.
Access to an automobile.