

Associate Director of Museum Services Position Description

Department: Museum Services	Reports to: Director of Museum Services	In conjunction with the department director, the position supervises the Head Registrar, Head of Library and Archives, Imaging Manager, Facility Manager and Senior Exhibition Designer	
Type: Full-time	FLSA: Exempt	Date: June 28, 2019	Rev. Date: August 21, 2019

WORK SCHEDULE

The work schedule generally comprises ten eight hour days in a two week period. Additional hours may be necessary in order to meet the job requirements, this could encompass evening hours, weekend work and special event coverage. The incumbent also serves in an “on-call capacity” assisting with operational needs requiring immediate attention and emergency situations during non-scheduled work hours.

KEY RESPONSIBILITIES

The Associate Director of Museum Services working in conjunction with the Director of Museum Services oversees all departments within the group: Registrar’s Office, Facilities, Library and Archives, Exhibition Design, Imaging, and Exhibition Management with special focus on exhibition planning and processes. Supervises an integrated work schedule coordinating the 6 sections in the Museum Services Group.

Overseeing exhibition management and planning, you will work collaboratively across the institution in support of a robust and dynamic exhibition program, including budget development, oversight and planning of a 3+ year exhibition schedule. Facilitating creative and timely exhibition development, use of the “War Room”, a planning space for project design and management, and setting production deadlines are all important functions of this role.

Demonstrate leadership savvy through a keen understanding of the organization’s mission and goals, acting as a partner and trusted advisor to department staff, curators, and museum management, leveraging an informed point of view to advance ideas, build capabilities and provide advice and counsel within assigned areas of responsibility and expertise.

ESSENTIAL FUNCTIONS OF THE JOB

Exhibition Planning:

- Coordinate all in-house exhibitions and gallery changes including exhibition checklists; facilitates resolution of complex aspects of installations when needed with various departments; obtain consensus on installation schedules to meet exhibition deadlines.
- Work with Curatorial Department to prepare, assemble, and send out exhibition-related loan requests.
- Creates and maintains a comprehensive Exhibition Calendar.
- Develops and supervises all back off scheduling for exhibition production.
- Catalyzes use of the War Room for exhibition planning.
- Estimates, Builds and Forecasts all exhibition budgets.

- Work with Curatorial and Director's office to establish potential venues for Atheneum-organized exhibitions. Organize and distribute exhibition proposals to proposed venues, and track status.
- Serve as liaison to venues for traveling exhibitions; provide venues with checklists, labels, press releases, credit lines, images and approval of image usage as needed. Follow up to obtain final reports after the close of each venue, and maintain traveling exhibition documentation.
- Liaison to institutions sending traveling exhibitions to the Atheneum. Negotiate contracts; establish exhibition dates; ensure that checklists, labels, press releases, credit lines, images, etc., are received from lending institution. Compile and submit final reports after exhibition close.

Museum Publications Management:

- Manage the circulation of all exhibition and gallery change labels internally and externally; review for inconsistencies in text, tombstones, and exhibition credit lines; distribute final exhibition labels as needed.
- For in-house publications, schedule meetings with designers, submit manuscripts to outside editor, designer, and indexer; assign ISBN number; work with Collections Imaging Manager to choose outside printer and establish print run. Organize and track materials at all stages in the process until catalogue arrives at the Atheneum.
- Manage list of all plates, figures, and photo credits and maintains all caption information.

Budget and Contracts:

- Draft and negotiate all guest curator and guest artist exhibition-related contracts; guest author contracts; publication and distributor contracts, and contracts for outside venues. Work with appropriate departments, including Finance, to formulate language and establish fees as needed.
- Secure all images, artist, and literary permissions. Sign rights and permissions contracts, submit payments to Finance, and ensure all terms are adhered to regarding usage of images.

Information Management:

- Ensure final exhibition/installation labels to individual object records are entered into Argus database.
- Update FileMaker Pro database in conjunction with Registrar to ensure information is accurate and up to date per lender specifications and loan forms.

Shared Responsibility with the Director of Museum Services:

- Administration of the Museum Services work groups including personnel management, fiscal planning and project planning.

MINIMUM QUALIFICATIONS:

- 7+ years of museum experience in a role with comparable responsibilities specifically in exhibition and publication management.
- Related University/College undergraduate education: BA or BS; Masters level study preferred.

REQUIRED SKILLS AND ABILITIES

- Skill in the management of Museum Publications.
- Careful exhibition planning and management skills

- Attention to detail and excellent organizational, project management, research, writing, and editing abilities.
- Strong communication and interpersonal skills.
- Ability to work independently and prioritize multiple projects with competing deadlines.
- Knowledge of current art and exhibition practice.
- Excellent computer skills: Microsoft Office, Adobe, FileMaker Pro, Argus, Photoshop.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an Associate Director of Development encounters while performing the essential functions of the role:

Climate controlled Art Museum with display galleries, art storage areas, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. There is some exposure to noise and dust, all types of weather and temperature conditions. Work is performed indoors in art display galleries as well as non-public offices and storage areas.

While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess. Special vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by an Associate Director of Museum Services. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY

We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter noting the reason for your interest plus your resume to:
Staffing.Admin@wadsworthatheneum.org

Please note "Museum Services" in the subject line.

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