

Museum Director Position Description

Department: Office of the CEO	Reports to: CEO	Direct Reports: 8	
Type: Full-time	FLSA: Exempt	Date: 11-16-2021	Rev. Date:

POSITION PURPOSE

The Museum Director is the senior artistic executive at the Wadsworth. His/her/their role will focus on bringing a 21st-century perspective to the task of defining the museum's scope and direction of exhibitions, programming, and collections management. This leader will oversee the care and display of the museum's collections and lead the curatorial, exhibition, conservation, education, publications, and programming functions in support of the museum's mission. In partnership with the CEO, the Director will work with his/her/their staff, curators, cross functional leaders and management to develop, implement and oversee the artistic, curatorial and interpretive strategies of the Museum. The Museum Director is by virtue of the position an executive of the institution and will be an ExOfficio member of the Wadsworth Atheneum Board of Trustees.

ESSENTIAL FUNCTIONS

- Seek to understand and internalize the legacy of the Wadsworth, operating from a point of curiosity, learning what makes the institution unique as the oldest continually operating museum in America.
- Identify what “quality” and “excellence” means to the Wadsworth, both locally, nationally and internationally, and hold the organization to this standard.
- Advance an innovative vision for the museum by facilitating the contribution of new philosophies, ideas, and approaches to exhibitions, collection installations, the permanent collection, acquisitions, educational experiences, and museum events. Champion fresh thinking and approaches to art; seizing opportunities to be creative, experimental, and innovative.
- Direct and manage the timely planning, development and execution of the Museum's curatorial, exhibition and educational program offerings and schedules. Oversee the care and preservation of the Museum's existing collection, the acquisition of new artwork and the deaccessioning of work no longer deemed necessary for the collection.
- Actively direct the development and organization of the exhibition program, partnering with finance and museum resources on related budgets, including both internally and externally generated projects.
- Develop a close and productive relationship with the Curatorial and Educational Committees of the board.
- Develop and implement collection management strategies, goals and objectives, developing the policies and procedures necessary to achieve these goals.
- Actively work to identify and build strong relationships and partnerships with the diverse communities we serve to strengthen their voices and thoughtfully respond to their needs.
- Understand and internalize the concept of equity and what it means in term of accessibility and assisting our patrons in understanding the artistic narrative.
- Represent the Museum as a thought leader and advocate for the arts on a local, national and international level.
- Actively participate in the development of financial and strategic plans for all areas of responsibility and the administration of those plans. Collaborate with the CEO in the formulation and enforcement of policies for the museum.

- Serves as role model for all, leading, mentoring and managing Museum staff in areas under supervision; fostering a positive, inclusive work environment.
- Develop a strong positive working relationship with Board of Trustees to foster Board member participation and engagement in various aspects of the Museum's operations, goals and objectives.
- Cultivate relationships with museum trustees, collectors, artists and other donors for collection development and financial support.
- Cultivates relationships with colleagues and peers in the marketplace and museum space.
- Continue to acquire professional knowledge of current developments in the art world by attending seminars, workshops or professional meetings, and by conducting research. Contributes to this body of knowledge through actively contributing through publishing and presenting when opportunities are identified. Shares this knowledge as a coach and mentor to his/her team.
- Perform related duties as required.

ADDITIONAL DUTIES

Note: The above description of essential functions is designed to indicate the primary areas of responsibility for the work performed by the employee in this job position. It is not meant to be all inclusive of every task or responsibility. Nothing in this job description restricts management's right to assign or reassign functions, duties and responsibilities related to this job at any time.

MEASURES OF SUCCESS

Note: "Success" will be jointly defined and agreed upon as part of CEO and Board collaboration.

- Successful, first-rate quality locally and nationally recognized art exhibitions (with new and unique ideas).
- Successful multi-modal (live, online) exhibition events, programs, classes, and forums.
- A positive, collaborative, collegial and inclusive organizational culture and work environment as measured by surveys, focus groups, skip-level meetings and anecdotal information.
- A collegial and respectful relationship with the Board of Trustees, Honorary Trustees, Electors, Docents, Staff and Volunteers
- A leadership team that is informed and aligned with our strategic framework.
- Increased public awareness of and engagement with museum offerings and exhibitions.
- Increased engagement with diverse audiences.
- Increased public attendance at museum and participation in museum-sponsored events (in-person and virtual) among all community demographic groups.
- Patron enjoyment and satisfaction with museum offerings, inspiring "moments of beauty" experiences into the lives of the community and visitors.
- Enhanced reputation of the museum, locally, nationally, and internationally.
- Growth in the Museum's educational and community engagement initiatives.
- Enhanced relationships with the communities the museum serves as well as outside entities (e.g., State and local entities, nonprofit organizations).
- Identification of the museum as aligned with, and relevant to, the social fabric of the times.

MINIMUM QUALIFICATIONS NEEDED TO PERFORM ESSENTIAL FUNCTIONS

Any combination of education and experience providing the required knowledge, skills and abilities for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Bachelors degree.
- Master's Degree in art-related field.
- Ph.D. in art-related field preferred.
- Strong track record of innovative projects, including technology based and social media savvy strategies

- Extensive successful experience overseeing and managing the artwork collection of a museum.
- Extensive successful experience managing museum exhibition planning and implementation.
- Successful experience overseeing the acquisition and preservation of artwork.
- Successful supervisory experience.
- Proven track record of fostering a fun, creative, dynamic, and provocative museum atmosphere.
- Bilingual (Spanish/English) a plus

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Wadsworth history and art collections.
- Knowledge of museum best practices in the display, handling and procurement of artwork.
- Knowledge of federal and state laws related to areas of responsibility.
- Embracing of the value of diversity and inclusion.
- Emotional intelligence skills, including the ability to adapt to unforeseen situations, the ability to influence key stakeholders, and the ability to negotiate to achieve a desired outcome.
- Excellent organization and time management skills, including the ability to manage multiple simultaneous projects and conflicting time constraints.
- Positive public relations and customer service skills.
- Strong verbal and written communication skills, including active listening skills and strong presentation skills.
- Ability to read, write and speak English fluently.
- Proficiency with collection/exhibition management software experience with Google and Windows Office applications required (including Gmail, Google Docs, Word, and Excel), and a working knowledge of Skype, Zoom, and other virtual video communications.
- Ability to lead others, supervise, motivate and evaluate staff.
- Strong interpersonal skills and the ability to establish and maintain collaborative working relationships with others contacted in the course of work.
- Ability to maintain composure under stressful situations.
- Ability to approach issues and problems with flexibility and unique approaches, openness to different perspectives and a solution orientation.
- Ability to maintain confidentiality of information.
- Ability to work as part of a team and with a diverse group of individuals.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.

WORK SCHEDULE

The work schedule generally is Monday through Friday, 9:00 a.m. to 5:00 p.m. A flexible work schedule or additional work hours may be necessary in order to meet the requirements of this job position, which could encompass evening hours and weekend work.

TRAVEL REQUIREMENTS

Local, regional national and international travel

PHYSICAL, MENTAL, SENSORY AND ENVIRONMENTAL DEMANDS

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and

occasionally outdoors, in lobbies, art display galleries, public spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols. While performing the duties of this job, the employee is frequently required to receive oral and written instructions and information in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. The 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 identify, observe, and assess visually or otherwise. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “Qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: staffing.admin@thewadsworth.org