



<b>Position Title:</b>	Executive Director		
<b>Reports To:</b>	Vice President Advancement & External Affairs		
<b>Department:</b>	District Galleries	<b>Job Code:</b>	0811-06
<b>Prepared By/Date:</b>	Martha Arrieta/03/25/2011	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Lula Rodriguez/03/28/2011	<b>Salary Grade:</b>	19
<b>Revised:</b>	Martha Arrieta/06/23/2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

This position provides integrated year-round exhibition programming and related cultural initiatives such as education and public programs to the College's campuses, Freedom Tower galleries and outreach centers in coordination with the appropriate college departments.

### **Essential Duties and Responsibilities:**

- Performs curatorial duties associated with the research, planning, developing and implementation of exhibitions at the College's campuses, Freedom Tower galleries and outreach centers in coordination with the appropriate college departments
- Articulates and directs the overall vision and mission of the Art Gallery System to include exhibition and public programming, acquisitions and art in public places
- Develops public and educational programming that includes lectures, visiting artists' series' and commissioned art initiatives for all campus galleries
- Works closely with Chairpersons and/or faculty of Arts and Philosophy departments or Campus President's cabinet staff members at each campus to develop lectures, residences, and workshops related to exhibitions, as well as other opportunities to maximize use of the multi-campus galleries by students
- Works with the College's Public Affairs and Communications departments to develop exhibition catalogues, invitations and other publicity and marketing materials.
- Develops grant proposals for program funding and prepares all contractual paperwork and reports associated with grants
- Supervises and/or performs all financial and internal operations needed to manage the multi-campus and Freedom Tower galleries
- Works with the Arts and Philosophy departments in the planning and developing of faculty and student shows on a college-wide basis
- Supervises and/or performs the negotiations of contracts with artists, lending institutions, catalogue essayists, shippers, and all other service providers involved in the development and implementation of a year-round exhibition program
- Supervises and works closely with campus contact person appointed to manage art gallery activities that include the planning and execution of exhibitions
- Convenes and leads gallery committee in identifying themes and work for exhibitions, and in the decision-making of acquisitions and art in public places matters for all campuses and Freedom Tower galleries
- Secures insurance needs through the Risk Management Department
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of local, national, and international art scene
- Knowledge of museum industry standards in curatorial, registrarial, and collection-building areas
- Knowledge of grant funding policies and procedures and applicable local, state, federal and College regulations

- Knowledge of institutional policies and procedures as well as philosophy and mission.
- Proficiency in writing about contemporary art and culture and the ability to interpret and contextualize its meaning
- Ability to articulate a mission and vision for the Art Gallery System and strategically develop and implement initiatives accordingly
- Ability to negotiate and manage contractual arrangements
- Ability to work with regional and national artists and arts organizations to promote and develop artistic programs
- Ability to speak effectively to employees, faculty, staff, and community groups
- Strong leadership skills that promote dedication, creativity, innovation and growth

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s Degree in Art History or related field in arts and culture and six (6) years of museum-related experience or other major cultural institution or Bachelor’s degree and ten (10) years of related experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name