



JOB TITLE: DIRECTOR, GALLERY & MUSEUM PROGRAMMING

Classification: Administrator
Salary Range: 8

Retirement Type: PERS*
Board Approved: February 22, 2022

BASIC FUNCTION:

Under the direction of the Dean or Associate Dean of Fine Arts, the Director of Gallery and Museum Programming provides leadership and strategic direction for the college gallery and museum. Directs and manages all business operations, curatorial aspects, installation logistics, programming, and inventory management. Manages direct and indirect personnel and maintains responsibility for all gallery and museum budgets and finances. The Director works to strengthen and build relationships with academic departments, the campus community, and the general public.

REPRESENTATIVE DUTIES:

Provides creative leadership and strategic direction for campus gallery and museum programs, initiatives, exhibitions, collections, and promotions. Develops, selects, and implements innovative programs and exhibitions to make collections increasingly accessible to on-campus and remote audiences.

Serves as the curatorial authority on the College's collections, ensuring a balance of schedule, scholarship, cultural relevance, diversity, and value for the College's constituents. Engages and collaborates with various stakeholders to raise awareness of gallery/museum resources and accessibility as dynamic teaching tools for students, faculty, the campus community, and the general public. Establishes outreach policies to make gallery/museum programs available and relevant to populations who are unfamiliar with such environments. Provides introductions to the gallery/museum environment that encourage impactful experiences, raised awareness, and/or critical thinking from different perspectives.

Builds relationships and corresponds with diverse artists. Proposes scalable exhibits for review and feedback from the Art Gallery Committee. Gathers and provides follow-up information, upon request. Ensures that showcased artwork and/or museum exhibitions represent a commitment to diversity, equity, and inclusion. Manages artist logistics (e.g., transportation, accommodations, catering, etc.) following Art Gallery Committee approval.

Coordinates logistics related to acquisitions, shipping, crating, insurance, transportation, and other related costs. Files insurance claims for damaged work. Creates and maintains records of incoming and outgoing loan agreements, loan forms, condition reports, facility reports, insurance paperwork, pro-forma invoices, shipping receipts, rights and reproduction paperwork. Processes all documents in compliance with District policies and procedures.

Directs and participates in the receiving of artwork and other objects, preservation procedures, and display of objects. Maintains archives using proper storage and up-to-date curatorial practices. Provides technical advice and hands-on work in gallery/museum setup, design, and

installation of exhibits to optimize displays. Ensures timely completion of installations and deaccessions.

Manages gallery/museum day-to-day operations and instructional spaces. Oversees supply inventories and required reporting. Manages gallery/museum environment conditions (e.g., temperature / humidity / lighting levels, equipment repairs, facility maintenance) in consultation with Facilities management, as appropriate. Submits Facilities work orders as needed.

Determines and hires staff based on operational needs and exhibition schedules. Supervises gallery/museum permanent and temporary employees to maintain operations, general maintenance, and repairs; ensures installations, modifications, and deaccessions are executed as planned. Resolves operational and personnel issues/problems as needed. Provides regular feedback and written evaluations, as appropriate.

Oversees gallery/museum budgets and authorizes expenditures as needed. Monitors account status, tracks expenditures, and ensures compliance with fiscal guidelines and regulations. Prepares financial reports and forecasts as required. Maintains all records pertaining college gallery and museum collections and expenses.

Attends and/or hosts gallery and museum events, shows, meetings, and other functions to ensure satisfactory outcomes. Evaluates the implementation and effectiveness of gallery/museum programs and exhibitions; determines successes and areas for improvement.

Oversees the creation, production, and dissemination of gallery/museum information and advertisements (e.g., student study guides, mailings, social media accounts, etc.) in consultation with Marketing & Communications. Writes press releases in consultation with Marketing & Communications. Serves as the spokesperson and representative for gallery/museum efforts. Ensures gallery/museum web and social media presence remains current and up-to-date in consultation with Marketing & Communications.

Reviews and recommends appropriate action on applications or proposals for grants or contracts to finance gallery/museum research projects, future exhibitions, public programming, and other scholarly initiatives. May assist with developing grant applications, reports, and other aspects related to grant writing as necessary.

Develops and implements gallery and museum operational policies and procedures. Ensures compliance with current security standards, acquisition/storage/preservation practices, and safety measures. Collects data to monitor gallery/museum conditions. Explores new areas of research, development, and technologies and recommends changes in policies, procedures, and/or equipment, as appropriate.

Supports the Foundation's fundraising activities and maintains engagement with benefactors and potential benefactors.

Works in collaboration with the Center for the Arts leadership team.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree in fine arts, studio art, art history, gallery or museum management and Five (5) years of full-time, paid, professional-level experience directing or assisting in the direction of an art gallery or art museum; OR

Bachelor's degree in fine arts, studio art, art history, gallery or museum management and Ten (10) years of part-time experience working in progressively responsible positions within an art gallery or art museum.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of the most up-to-date professional standards for the care of permanent collections.

Knowledge of graphic and exhibition design concepts.

Knowledge of exhibition preparation procedures, including carpentry and lighting.

Knowledge of changing industry norms.

Knowledge of best practices in museum space, both digital and physical.

Knowledge of security practices necessary to protect art collections and temporary exhibits.

Knowledge of gallery and museum terminology and interrelationships of all areas of art.

Experienced working with insurance requirements for galleries, museums, and special exhibits.

Experienced being a museum or gallery registrar.

Experienced with museum cataloging, registration, and collections policies and procedures.

Experienced in promoting unbiased ideas, words, and actions that foster inclusivity and community engagement.

Experienced with and understanding of the importance of repatriation and restitution.

Abilities/Skills:

Ability to function as an ambassador to the art and museum community.

Ability to work creatively with curators, artists, and collectors.

Ability to operate forklifts, scissor-lifts, and other heavy mechanical equipment.

Ability to establish and maintain cooperative working relationships.

Ability to build and mentor effective teams that encompass permanent and temporary workers.

Skilled at curating and installing museum or gallery exhibits.

Skilled at preparing budgets and multi-year cost projections.

Skilled at being detail-oriented, flexible, and self-motivated.

Skilled in clear written and verbal communications.

Skilled at time management and managing overlapping deadlines.

Skilled at problem identification and resolution.

Licenses or Other Requirements:

Valid California driver's license.

Maintain compliance with District-established safety policies, procedures, and certifications required to operate heavy mechanical equipment.

WORKING CONDITIONS:

May require working evenings and/or weekends, based on programming necessity.

Travel to offsite studios required.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.