
Auburn University Job Description

Job Title:	Exec Dir, Musuem	Job Family:	No Family
Job Code:	AB12	Grade 41:	\$120,200 - \$200,300
FLSA status:	Exempt		

Job Summary

Reporting to the Office of the Provost, the Executive Director of the Jule Collins Smith Museum of Fine Art provides the vision and artistic direction for the Museum, ensuring exceptional and innovative stewardship of its collection, facilities, and all initiatives in order to expand art's impact and enrichment for its communities, region, and the state. Responsible for the execution of the Museum's mission of a highly creative, outward-facing, visitor-centered institution that welcomes everyone to explore, experience, and engage with the visual arts in service to the university, the region, and the nation. Defines and ensures the implementation of the museum's scope and direction for exhibitions, collecting, and engagement in alignment with the land-grant mission of the University. Directs all museum activities and operations through subordinate supervisors within the areas of Curatorial Affairs, Education, Engagement, and Learning, Communications & External Relations, and Museum Operations.

Essential Functions

1. Develops, implements and oversees the execution of the museum's strategic plan ensuring alignment with the University's mission, vision, and strategic goals. Ensures the museum complies with all laws and regulations as it relates to collections, collecting activities, financial, and other related matters. Provides the leadership, vision, and long-range strategic planning for the Museum's financial stability, programmatic excellence and continued growth and success, fostering an environment where artists, faculty, scholars, students, and other stakeholders can thrive in their practice. Maintains an engaged, diverse, and inclusive Advisory Board.
 2. Guides the development and planning of all initiatives, including but not limited to, each season's exhibition schedule, education experiences and publications, and digital resources acknowledged extensively in the field for their excellence and engagement to broad and diverse audiences. Collaborates with colleagues and peers to facilitate academic engagement between the Museum and university classes that creates dynamic opportunities to enhance campus engagement. Fosters civic connections to position the Museum as a community partner to contribute to cultural vitality of the region and the state. Establishes priorities for program evaluation and methods for ongoing reflection about process, results, and impact.
 3. Develops, analyzes and monitors the annual budget, as well as multi-year plans, to ensure effective budget resource and facility oversight. Maintains open communication with key stakeholders, comparing performance to established milestones and goals. As required, develops and/or reviews contracts, proposals, and other related documents, as well as grant fund reports.
 4. Acts as spokesperson for the museum to a wide and inclusive audience locally, regionally, nationally, and internationally. Represents the museum's goals and possibilities to the University community, the region, and the nation to establish productive relationships and generates enthusiasm, participation and support with artists, the business community, peer institutions, other non-profits, faculty and students. Actively contributes to the field by gathering others and publishing, presenting, and sharing knowledge. Demonstrates open and positive communication and foster regular interaction among key stakeholders, staff, fellows, advisors, and partners.
 5. Collaborates with the museum's development officer to build and maintain a diverse and inclusive Advisory Board that is highly engaged and assists with leveraging and securing resources. Works closely with the museum's development officer and staff and the office of the Vice President of University Advancement on museum fundraising activities, contributing to donor stewardship, and cultivation efforts. Cultivates gifts, bequests, and relationships from and with past, current, and new
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funding sources and works to establish new funding relationships among individuals, foundations, corporations, and other key funders. Develops proposals and prepares comprehensive reports as needed.

6. Leads and supervises museum senior staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met. Delegates responsibilities and authority to staff as appropriate, effectively communicating to ensure strategies are integrated, coordinated, and aligned with the University and the Museum mission and vision.
7. Maintains adherence to guidelines for the American Association of Museums (AAM) and the Association of Art Museum Directors (AAMD) to ensure continued AAM accreditation and AAMD membership.
8. Performs other duties as assigned.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Museum Studies, Arts Administration, Art History, or related field.
Experience (yrs.)	10	Minimum of ten years of progressively responsible curatorial and art museum management experience. Seven years must be at a senior level position with experience in leading curatorial practice, educational programming, and museum administration.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Deep knowledge and demonstrable commitment to inclusive and diverse museum programs and operations. Familiarity with pedagogical and engagement trends, digital and time-based media, mixed media, literary and public art, and social practice; technology integration; and stakeholder management. Advanced knowledge of curatorial, engagement, external affairs, budgeting, and other related museum functions and operations. Demonstrated record of making art accessible and a record of scholarly, educational, and/or artistic projects. Demonstrated understanding of American Alliance of Museums accreditation guidelines and the Association of Art Museum Directors.

Demonstrated commitment to learner-centered interpretive values that create and contribute to community partnerships and audience engagement in galleries and grounds, off-site and on-line experiences. Strong problem solving, conflict resolution, and interpersonal skills; ability to work well and collaborate effectively with and/or supervise a wide range of diverse audiences including staff, volunteers, community members, artists, funders, sponsors, volunteers and other constituencies.

Demonstrated success in working both independently and collaboratively on multiple projects within a deadline-driven environment. Exceptional team and collaborative leadership skills, especially liaising with colleagues, peers, significant executive and administrative stakeholders and donors and funders; comfortable leading large and small and diverse groups and energized about the opportunity to provide direction and mentorship through inspiration, consistency, and example. Demonstrated commitment to values of diversity, inclusion and all others embodied in the mission of the museum and Auburn University.

Excellent verbal and written communication skills for a wide range of stakeholders and colleagues that utilizes high-level emotional intelligence. With attention to detail, demonstrated experience to: calmly, flexibly, and successfully plan, organize, and implement work to meet deadlines, unexpected business needs, and/or multiple changing priorities; keep up with high work volume often under pressure; multi-task. Superior planning, organizational, financial and administrative skills with attention to detail, while incorporating the broader goals of the organization. Able to strategize, set and meet goals, and be proactive; and who pays meticulous attention to detail in the completion of tasks. Embrace use and implement field trends and best practices for stakeholder experience related to visual arts and its multi-disciplinary intersections, with a demonstrated commitment to excellence, innovation, and progressivism. Significant supervisory and budget management skills.

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Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/30/2022
