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| **Job Title:** | Director, Exhibitions & Collections |
| **Location:** | Stark Museum of Art |
| **Reports to:** | Executive Director, Stark Art & History Venues |
| **Supervises:** | Direct – Registrar, Exhibitions & Collections Assistant; Indirect- Registration Assistant; building services crew and contract vendors/project staff |
| **Classification:** | Exempt |
| **Category:** | Full Time |
| **Effective Date:** | March 2023 |
| **Approved By:** | Human Resources Manager and Executive Director, Stark Art & History Venues |

**Job Summary**: Oversee and coordinate staff and activities of the Stark Art & History (A & H) Exhibitions & Collections Department. Coordinate and facilitate the design, build, and installation of all Stark Museum of Art internally generated and travelling exhibitions and adjacent interpretive spaces. Oversee collections management, care, and tracking activities for Stark Museum of Art, and the W.H. Stark House, and other collections categories as defined by the Collections Management Policy. Work closely with Executive Director, Stark Art & History Venues and other A & H senior staff to review & coordinate priorities and work load.

**Essential Duties and Responsibilities:**

* Oversees the staff and activities of the Exhibitions & Collections Department with a focus on high level collections care and tracking and appropriate and engaging use of collections in both on-site and digital exhibitions.
* Leads Exhibition Planning Teams; works with team to develop and manage working schedules, milestones and assignments for specific exhibitions projects, and overall multi-year exhibitions plan.
* Coordinates design aspects of all Stark Museum of Art exhibitions regardless if generated internally or contracted travelling shows
* Liaison with building services for exhibition gallery and public space builds
* Coordinates development of exhibition design packages using virtual drawing models (such as Sketch Up)
* Defines fabrication specs and produces working drawings for building services staff and outside vendors, including, but not limited to floor plans, walls, exhibitions furniture, matting, framing, mount-making, labels, banners, etc.
* Develops graphics package, including typefaces, colors and signature images for marketing department for use in developing exhibition marketing strategies
* Works with Curator, Stark Museum of Art to select and schedule paper and textile change outs; oversees related matting, framing and installation
* Working with education department staff, facilitates execution of education activities and spaces within and adjacent to exhibition galleries
* Works closely with Registrar to develop working schedules, milestones, and assignments for specific collections care projects and on-gong activities as outlined by the SMA & WHSH Collections Management Policy
* Monitors environmental conditions of Museum and The W.H. Stark House in coordination with A & H Venue registrar
* Coordinates all museum lighting – gallery, storage, public spaces – to ensure best possible conditions for collections items
* Coordinates operational duties of Stark Art & History Venue Exhibitions & Collections department including budgets and administrative reports
* Coordinates paperwork associated with traveling exhibitions Coordinates Integrated Pest Management with CPO
* Tracks, maintains and stores Art and History exhibitions furniture
* Serves on Art and History collections management policy committee.
* Consults on design and builds at other Stark Cultural Venues interpretive projects as time and resources allow
* Assists and supervises access to collections for approved non-staff visitors
* Serves as project manager as needed
* Maintains relationships with internal and external stakeholders
* Ensures that all work undertaken meets the highest ethical and professional standards
* Develops and supports the capabilities of staff members, enhancing exceptional ability and maintaining accountability
* Provides a high level of energy and professionalism and infuses the staff with enthusiasm and drive to advance the mission of the exhibitions department and the Stark Cultural Venues
* Maintains and encourages open communication with Foundation personnel and Stark Cultural Venue staff and foster a productive, efficient, and team-oriented working environment
* Other duties as assigned

**Supervisory Responsibilities:**

Directly supervises Exhibitions & Collections Department staff, including Registrar, exhibitions & collections assistant, and registration assistant. Works closely with building services staff in accordance with the Foundation’s policies and applicable laws. Responsibilities include assisting in interviewing, training employees, assigning and directing work and appraising performance.

**Expectations**:

1. Work functions are performed to create the highest quality museum.
2. Supports Foundation’s goals and values; displays passion and optimism; mobilizes others to fulfill the vision and inspiration to others; furthers the Museum’s mission.
3. Provides courteous, professional, timely and accurate service and support to all visitors, vendors, volunteers and co-workers.
4. Gives and welcomes feedback; contributes to building a positive team spirit, able to build morale and group commitments to goals and objectives.
5. Works within approved budget.
6. Follows policies and procedures; maintains appropriate records, complete administrative tasks correctly and on time.
7. Maintains proficiency in all computer related programs to perform job duties including TMS.
8. Follows safe work procedures; ensures all employees follow safe work procedures; reports potentially unsafe conditions; sees that all equipment is maintained and functioning properly.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications:** Minimum of a bachelor’s degree in art, art history, museum studies or related field. Five or more years of increased responsibility and experience coordinating and managing an art or multi-disciplinary museum exhibition program.

* Experience coordinating exhibition teams from initial concept through installation and evaluation
* Demonstrated ability to produce detailed exhibition design packages using virtual design models (such as Sketch Up) and outline fabrication specs/working drawings for building services staff and outside vendors
* Demonstrated ability to produce drawings and fabricate mounts for exhibiting 3-D objects safely
* Demonstrated ability developing and installing various exhibition media and mediums in a safe and engaging manner
* Demonstrated knowledge and experience of theory, practices and national and international standards and best practices for exhibition development and interpretive storytelling in a museum setting
* Demonstrated knowledge and experience of theory, practices, and national and international standards and best practices that govern the preservation, conservation and care and art handling for art and decorative art collections in a museum setting
* Experience using collections management systems, such as The Museum System
* Experience utilizing technology, such as Matterport, to develop digital content for exhibition tours, distance learning, practical how-to primers, and the like
* Demonstrated knowledge of ADA design principles
* A track record of successfully working in a team setting to develop dynamic exhibitions and experiences for students, educators, multi-generational and senior groups
* Demonstrated ability to work cooperatively and effectively and to communicate well with a wide range of people, including paid and unpaid staff
* Passion for art and the humanities and their educational role in today’s world
* Ability to create, compose and edit written materials; ability to adapt text or narrative to audience
* Ability to devise and carry out collections based educational and public programs
* Skill in organizing resources and establishing priorities
* Ability to develop and manage project budgets
* Strong planning background
* Demonstrated communication and interpersonal skills across all levels of an organization and with the public; ability to serve as spokesperson locally, regionally, and nationally.
* Highly motivated self-starter with a hands-on work ethic, good judgment, and mature thinking
* Have a positive, can-do attitude and a sense of humor

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| **Physical Demands:** | Most work is performed in a climate controlled environment. Ability to push, pull lift and carry up to 10-50pounds short distances. Ability to climb step stools. Vision requirements needed are color vision and the ability to adjust focus. Ability to enter data into the computer and be able to retrieve information by computer. Wear gloves and be able to perform delicate functions when dealing with fragile objects. Have good clear communication skills both verbally and written and able to understand spoken communications. While performing the duties of this job, the employee is required to reach with hands and arms, stoop and see. |
| **Work Environment:** | While performing the duties of this job, the employee will normally work in climate controlled environment; noise levels are generally quiet.  **Work Schedule:** Employee generally works Monday – Friday from 8:00 a.m. – 5:00 p.m. and after hours/weekends as needed for special events and other assignments. |

**This Job Description does not necessarily constitute a complete statement of all duties and responsibilities comprising this position nor does it constitute a contract for employment.**

I acknowledge that I have received and have reviewed (or had the opportunity to review) a copy of the above job description. I acknowledge my understanding of the duties, expectations, skills, responsibilities and other considerations required for or related to the particular named position.

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Employee Signature Employee Name Date

I have reviewed the job description with the employee.

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Supervisor Signature Supervisor Name Date