FISK UNIVERSITY

Job Description Form

Position Title: Director of Galleries and Curator
Department: Fisk University Galleries
Reports To: Provost and Vice President for Academic Affairs
FLSA Designation: Exempt
Bargaining Unit Position: N/A
Date Written/Revised: January 2015

POSITION SUMMARY

This position is responsible for providing care and maintenance of the art collections in the Carl Van Vechten and Aaron Douglas Art Galleries, as well as art works belonging to the University on display throughout the campus, and in storage on campus, to include collections, research, exhibitions, public programs, administration, supervising facility maintenance and community outreach. The Curator provides ongoing preservation, conservation and documentation of the Galleries’ collections, archives and objects on loan, in accordance with relevant State and Federal laws/regulations and generally accepted gallery accessioning and deaccessioning policies and standards. There are 4000+ objects in the collection, including paintings, sculptures, drawings, watercolors, gouaches, photographs, textiles, musical instruments, ceramics, glasswares, masks, baskets, weaponry, prints, etc. This position reports to the Provost and Vice President for Academic Affairs.

ESSENTIAL FUNCTIONS

List job responsibilities/functions here:

1. Responsible for strategic planning and policy planning initiatives for the Galleries, which align with the University’s strategic plan.
2. Manage the Galleries’ budgets and collections inventory.
3. Publicizes events, exhibitions and present information about the Galleries through internal and external publications.
4. Integrate gallery programs into the University, state and national programs.
5. In coordination with the Vice President for Institutional Advancement, conduct fundraising activities as they relate to the galleries, including acquisition of private, state and federal support.
6. Develop departmental reports and grant applications for special projects; prepares work estimates for budget proposals as appropriate, in collaboration with the Director of Facilities and Grounds.

7. Serve as liaison with the University administration and with departments related to the interest of the Galleries.

8. Interact with public constituencies and articulating for them the University’s mission and values.

9. Maintain an active research and artist-in-residence program, as budget permits.

10. Create and implement exhibitions and tours both domestically and internationally.

11. Prepare collection materials for loan, research and educational purposes as required. Perform archival research on collection materials for inclusion in records and databases.

12. Participate in the coordination of outreach programs and public relations events related to the collection, as appropriate.

13. Participate in departmental meetings and serves on working committees; collaborates with other staff members in long range planning.

14. Supervise staff to include retention and performance management.

SECONDARY FUNCTIONS

- Other duties as assigned by the Provost

ORGANIZATIONAL RESPONSIBILITY

- Gallery Coordinator
- Gallery volunteers

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of curatorial principles, methods, procedures, and techniques.
- Extensive management and leadership experience in a complex museum, gallery or similar organization.
- Experience working with diverse academic and public constituencies.
- Superior fundraising and financial management expertise
- Skill in organizing resources and establishing priorities
• Extensive knowledge of African-American Art, Alfred Stieglitz, Georgia O’Keefe and French impressionist holdings.

• Knowledge of African-American Diaspora.

• Background knowledge and appreciation of the field represented by the collection.

• Ability to coordinate and organize meetings and/or special events.

• Knowledge of curatorial records management principles and procedures.

• Ability to communicate effectively, both orally and in writing.

• Knowledge of research methodology, principles and procedures.

• Skill in the configuration and use of computerized database programs.

• Ability to analyze project requirements and prepare work estimates.

• Strong interpersonal skills and ability to deal effectively in a team environment.

QUALIFICATIONS

Education: Master’s degree in art, art history or related field required; Ph.D. in art history preferred.

Experience: Minimum of five (5) years demonstrated senior level experience in a museum or university gallery operations required.

Licenses or Certificates: None required.

Additional Requirement: A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.