AUBURN
Human Resources

Exec Dir, Museum

Job Description

JOB INFORMATION

Job Code	AB12
Job Description Title	Exec Dir, Museum
Pay Grade	LM16
Range Minimum	$120,660
33rd %	$156,860
Range Midpoint	$174,960
67th %	$193,060
Range Maximum	$229,260
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Curator

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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

RESPONSIBILITIES

	open and positive communication and foster regular interaction among key stakeholders, staff, fellows, advisors, and partners.
•	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 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.
•	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.
•	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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	in Museum Studies, Arts Administration, Art History, or related field.	and	10 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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.