

# Classification Description



**Job Title:** Director, Exhibitions and Collections

**Pay Grade:** Administrator

**Job Code:** 3076

**FLSA Status:** Exempt

## **Job Purpose**

This is responsible, professional work supervising and managing the College's Exhibitions and Collections, including the Bob Rauschenberg Gallery, the Museum of Medical History, the Richard H. and Julia Rush Collections Gallery, the Sanders Collection and art on the College's campuses through effective and efficient methods of operation consistent with the objectives of the College. This is an administrator on annual contract position.

## **General Responsibilities**

### **Essential Functions**

Oversees gallery and collections operations at the Lee campus on a day-to-day basis. In collaboration with the College Public Safety department, ensures gallery and collections content College wide is secure.

Supervises the construction and maintenance of websites affiliated with each of the College's collections.

Conserves and maintains collections facilities and equipment.

Maintains oversight of condition reports, loan agreements, inventory and exhibition of all owned and borrowed artifacts.

Maintains cordial donor relations and encourages future gifts to the College for the benefit of Florida SouthWestern's Galleries, Museums and Collections.

Prepares annual budget recommendations and maintains budgetary supervision of the approved budget for the Rauschenberg Gallery, the Museum of Medical History and other collections operations.

Prepares annual unit plans, in collaboration with staff and/or museum board members affiliated with the Rauschenberg Gallery, the Museum of Medical History and other collections operations.

Provides information for and works with College public relations personnel as needed to market events and activities.

## DIRECTOR, EXHIBITIONS AND COLLECTIONS

Works with the College Foundation Office to seek gifts and/or donations for the Gallery, Museum and collections.

Recommends grant proposals and collaborates with the grants office to solicit grant funding of benefit to museum and gallery operations and exhibitions.

Seeks out new opportunities to grow and develop the College's galleries and exhibitions College-wide and throughout the communities the College serves.

### **Bob Rauschenberg Gallery**

Communicates with artists, museums, galleries and lending institutions regarding the sharing, lending and coordination of exhibits.

Ensures a yearly exhibitions program which forms a balanced artistic whole, consistent with Florida SouthWestern State College's community service mission and educational goals.

Designs mounting and lighting of exhibitions.

Recruits, hires, supervises and evaluates staff or student workers; directs and implements training of Docents and staff.

Maintains cordial relations with and supports activities of the Gallery's Docents.

### **Museum of Medical History**

Works collaboratively with the Museum's Advisory Board to schedule and hold meetings, maintain meeting minutes, and actively pursue suggestions approved by the Board.

Supervises curatorial staff members.

Ensures the care and safety of artifacts within the Museum of Medical History as well as in storage.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Performs other duties as assigned.

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## DIRECTOR, EXHIBITIONS AND COLLECTIONS

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

A Master's degree from a regionally accredited institution of higher education in art, art history, museum studies, fine arts or a related field; and five (5) years related full-time professional experience.

Proven museum or curatorial experience.

Demonstrated thorough knowledge of art and art history and the current art world.

Experience and competence in designing, mounting and lighting exhibits including procurement and inventorying of equipment necessary for this operation from the receiving to the shipping out of exhibits.

Personal and educational philosophy consistent with the goals, objectives and philosophy of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

#### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

## DIRECTOR, EXHIBITIONS AND COLLECTIONS

- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 50 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 16, 2011. Revised: April 17, 2013; September 6, 2013; July 1, 2014; June 14, 2016. August 15, 2017.