



INSTITUTE OF AMERICAN INDIAN ARTS

MUSEUM DIRECTOR JOB DESCRIPTION

DEPARTMENT: MUSEUM
CLASSIFICATION: EXEMPT
REPORTS TO: PRESIDENT
SUPERVISES: MUSEUM STAFF

SUMMARY OF RESPONSIBILITIES

The Museum Director is under general supervision of the President. Responsible for strategic direction, outreach, and day to day operations of the museum, including responsibility for oversight of facilities and security functions, curatorial functions, and retail. Supports the mission of the Institute and serves on Institutional Committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Promotes the museum in conjunction with the mission of IAIA.
- Develop programs that are beneficial to the museum and within IAIA's mission.
- Promotes teamwork, transparency and respect within environment of the museum.
- Works in tandem with the President and Institutional Advancement Office to coordinate fundraising and donor cultivation.
- Engages in active outreach to existing and potential donors and supporters.
- Initiates and maintains relationship with other museums, cultural centers, institutions and other entities.
- Responsible for setting and maintaining budgets in all areas of the museum.
- Oversees all museum functions, including hiring, supervision and evaluation of museum employees in accordance with museum and IAIA policies.
- Oversees the acquisition, restoration, care, records and exhibitions of the museum collections.
- Oversees the security, operations, maintenance and care of the museum physical plan and facilities.
- Coordinates museum programming with academic programming, to support museum studies, cultural studies, and studio programs in cooperation with the Dean.
- Attend meetings as required and interface with various groups and individuals as needed.
- Other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

MA preferred in Museum Studies, Fine Arts or Administration, with minimum of five years of museum or similar organizational management, or equivalent experience. Must have professional knowledge of Contemporary Native American art and culture as well as demonstrated familiarity and sensitivity with/toward Native American issues. Must have demonstrated fundraising ability, and ability to serve as an organizational spokesperson.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interact positively with local and regional audiences, including local, regional and national tribal agencies and organizations.
- Ability to communicate clearly and effectively with all levels and with all people and groups.

- Ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties and participates in meetings as required. Refrains from engaging in rumors.
- Must have a pleasant, courteous and professional attitude and presence.
- Ability to work with minimum supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis
- Knowledge of word processing and computer capabilities.

SALARY

- Commensurate with qualifications

WORKING CONDITIONS

Occasional out-of-town travel for meetings and conferences using a personal vehicle or company vehicle.

This job description does not list all the duties of the job. You may be asked to perform other instructions and duties. Your evaluation will include assessment of your performance of your job as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

IAIA PRESIDENT _____ DATE _____

HR MANAGER _____ DATE _____ REVISED: