

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Art Gallery Director and Exhibition Manager

Preparation Date: 4/2016

Function of Position:

Responsible for oversight of the Waldemar A. Schmidt Art Gallery and Art on Campus collection. This is a part-time position (825 hours per year from August 15 through June 15) reporting to Professor of Art (Barbara Fedeler).

Duties and Responsibilities:

- 1) Coordinate public relations for the Art Gallery. (15%)
- 2) Provide educational outreach and programming. (15%)
- 3) Establish exhibition calendar for the gallery. (10%)
- 4) Manage installation of exhibitions in the gallery. (10%)
- 5) Manage the gallery budget. (10%)
- 6) Manage the Art on Campus collection. (10%)
- 7) Designate archival storage procedures. (10%)
- 8) Evaluate the Art on Campus collection and determine parameters. (10%)
- 9) Manage art collection gifts. (5%)
- 10) Oversee a student employee. (5%)
- 11) Other related duties as needed.

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work in conjunction with the department.

Qualifications:

Requires knowledge equivalent to a Bachelor's degree in Art or a related field and one year of effective experience, which may be gained through student employment.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.