

## **Director of Curatorial Affairs**

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time, exempt Director of Curatorial Affairs. Reporting to the Executive Director, the Director of Curatorial Affairs oversees the Museum's exhibitions and collections initiatives and activities. A critical member of MMoCA's leadership team, the Director of Curatorial Affairs works closely with the Director on implementing strategies integral to fulfilling the Museum's mission and vision related to the Museum's collecting activities to establish priorities including collections care, research, documentation, and access. The Director of Curatorial Affairs fosters teamwork, collaborates with community partners, and implements inclusive exhibitions to engage diverse audiences.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

### **Essential Duties and Responsibilities**

- Collaborate with the Executive Director and other colleagues to conceive and shape a distinctive and dynamic exhibition program that is well-researched, exciting, and advances the Museum's visibility and reputation.
- Provide leadership and direction of the curatorial, registrar, conservation, installation, and collection components, including training and performance management.
- Supervise and support curatorial participation throughout the process of exhibition, publication, research, budget, and programming proposal development and implementation.
- Oversee research on the collection and collaborate with Museum colleagues to develop appropriate methods for disseminating research to the widest possible audiences.
- Develop strategic plan for Museum publications that expand collection strengths and establishing scholarship on emerging contemporary artists.
- Partner with education department to develop interpretative programs in support of the Museum's educational mission.
- Provide direction for the growth of collections, through acquisitions and gifts, as well as long-term planning and priorities for the management and conservation of works in the collection.
- Collaborate with the leadership team on the Museum's internal and external communications strategies.
- Play a critical role in developing strategies to achieve the Mission and Vision of MMoCA.

### **Exhibitions**

- Review exhibition proposals 3-4 years in advance of exhibition dates for approval by the Director.
- Develop and implement exhibition budgets and schedules, collaborating closely with Museum staff.
- Work on contracts with artists, institutions, galleries, lenders, traveling venues, artist commissions, track loan forms and coordination for the shipping and insuring of borrowed artworks.
- Coordinate Guest Curator and Artist Residency programs.
- With Director and Registrar, ensure that the highest level of professional care is given to works of art on loan to the Museum.
- In consultation with exhibition curators and Director, research and solicit potential traveling venues for MMoCA-generated exhibitions

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.*

- Develop relationships with and liaise with artists, co-curators, galleries, museums, and lenders in order to research, plan, and implement a robust exhibition program reflective of current and best practices in the arts.
- Collaborate with marketing and communications to assist in the implementation of a digital strategy for collections and exhibitions online.
- Represent the Museum by participating in panel discussions, lectures, conferences, and critiques, and establish collaborative relationships within the community.
- Work with the Director of Education and Programs to develop, produce, and analyze exhibition-related programming, educational materials, and didactics.

### **Development, Donor Relations, and Institutional Advancement**

- In partnership with the Executive Director and development department, help to build relationships with existing donors and potential donors, foundations, collectors, dealers, artists, university administrators, and alumni; in addition to helping to identify, engage, inspire, and solicit potential funders of needs related to curatorial affairs.
- Work with the development department on the development, writing, implementation, and reporting of major grants for exhibitions and permanent collection care.
- Participate in Museum membership and public programs.
- Join the Director of Development for meetings with funders when requested.

### **External and Community Relations**

- Review public relations materials, texts for brochures and the Museum website, and social media posts in collaboration with the communications department
- Attend exhibition previews and related events.
- Along with other members of the management team, lead MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, for the Art Fair weekend in July.

### **Qualifications (Education, Experience, Certifications, Licenses)**

- Master of Arts degree in relevant field such as museum studies, art history, visual culture studies, art conservation, or collection management; or equivalent combination of education and experience.
- 7-10 years related experience with increasing responsibilities and management
- 4+ years of leadership experience
- Demonstrated excellent leadership, supervisory, planning, and organizational skills
- Proven effective communication, negotiation, and problem-solving skills
- Proven ability to be flexible in a changing environment
- Demonstrated team building skills and a collaborative management style
- Proven ability to be appreciative of multiple diverse perspectives, and lead a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.
- Strong administrative, fiscal, and staff management skills, with a clear record of leading and managing museum projects, including exhibitions.
- Advanced knowledge of museum curating, collection care, research, and collections development.
- Knowledge and understanding of museum ethics and principles, especially with regard to issues of provenance, accessioning, and deaccessioning.
- Articulate, with excellent presentation and writing skills, and effective communication, organizational, and time-management skills.

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- Ability to work as a member of a team-based environment with strong collaborative skills.
- Willingness to build positive and effective relationships with museum colleagues, donors, and the broader Madison communities.
- Demonstrated leadership in museum field specifically related to curatorial, collections, and exhibition development work.
- Demonstrated ability to direct, mentor, and motivate direct reports.

### **Work Environment and Job Specifications**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

Salary will be commensurate with relative, direct experience, with the minimum salary starting at \$65,000.

### **How to Apply**

Submit resume and cover letter to [hr@mmoca.org](mailto:hr@mmoca.org)

Application review will begin January 18, 2021

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