



## POSITION ANNOUNCEMENT

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### Director of Galleries (Full-Time)

The Milwaukee Institute of Art & Design (MIAD) seeks candidates for a full-time Director of Galleries to join our team with an anticipated start date in April 2024. The Director of Galleries is energetic, skilled, mission-driven, and a community builder. They are responsible for providing MIAD gallery experiences that support learning, cultivate conversation with the community, and demonstrate the cultural value of art and design.

Additionally, this position is responsible for exhibition programming; management of MIAD's Art & Design collections; exhibiting work in diverse spaces throughout the campus; overseeing archives housed on-campus; and selecting artwork for display for college events in gallery spaces and upon request.

The Director of Galleries is multi-faceted at MIAD functioning as curator, registrar, educational specialist, and collection management person. The Director should be a people leader who can translate high-level and strategic goals into clear objectives for their team while fostering a culture of inclusion, mutual understanding, and respect. They will operate in a fiscally sound and strategic manner, consistently maintain a balanced budget, and optimize efficiencies. Reports to the Vice President for Institutional Advancement and leads the operations of MIAD's three public-accessible galleries: Frederick Layton Gallery, Brooks Steves Gallery, and Community Hub Gallery.

#### **Responsibilities include, but not are limited to:**

1. Manage all exhibitions in MIAD's three public-accessible galleries and elsewhere as assigned. This includes scheduling, shipping logistics, insurance issues, exhibition design and layout, the creation of didactics and exhibition graphics, lighting, and security issues.
2. Lead and collaborate with the Gallery Committee, comprised of faculty/staff, to plan, develop, schedule, and solicit future exhibitions. Meet with the Gallery Committee at least monthly and facilitate communication.
3. Team up with Marketing and Communication staff, Gallery Committee, and stakeholders to create public programming for exhibitions in MIAD's galleries. Ensure programming contains educational content and is relevant to the exhibition and MIAD's academic programming.
4. Partner with Marketing & Communication staff to develop public relations and marketing materials for exhibitions and related programming.
5. Fundraising for exhibitions. Steward current donors and cultivate new philanthropic friends of MIAD. Strategize and align with the VP for Institutional Advancement to seek grant funding for exhibitions.

6. Strengthen community partnerships between MIAD and members of the art community through regular engagement of various community members. Goal to at least meet monthly with community members identified by VP for Institutional Advancement.
7. Oversee MIAD's art and design collections and exhibit work throughout diverse campus spaces. Ensure safe display, handling, and storage of these collections. Manage a committee dedicated to oversight of these collections. Select artwork for events occupying gallery spaces (e.g. annual gala, senior thesis exhibition, Holiday Sale, etc.).
8. Lead staffing at MIAD gallery events (e.g. opening receptions, Gallery Night/Day, gallery public events), engage attendees, and foster connectivity with MIAD.
9. Attend public events to build upon community relations with MIAD.
10. Oversee MIAD's historical archives housed on campus. Supervise the storage components of MIAD's historical archives and work with internal stakeholders to identify and preserve such materials.
11. Curate exhibitions when required, including some external exhibitions to the college.
12. Supervise and manage gallery staff: Full-time (Exhibition & Collections Manager) and part-time (up to 6 students).
13. Create, plan, and manage the Galleries annual budget with the VP for Institutional Advancement.
14. Ensure proper inventory of gallery-related materials, equipment, and exhibition furniture.
15. Actively participate in the accreditation, assessment, and strategic planning processes for MIAD related to Galleries operations and provide timely requested information.
16. Review, develop, and communicate policy and procedure for Galleries.
17. Develop and communicate educational content of exhibitions.

#### **Qualifications and Experience:**

- Bachelor's degree required in art, design, museum or curatorial studies, or equivalent field.
- Demonstrated five (5) years of successful experience in coordinating exhibitions, art handling procedures, and collections management.
- Experience working in higher education is a plus.

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

- Ability to use a work computer, correspond electronically, and have a working knowledge of Microsoft Office Suite (Word, Excel) is a must.
- Regularly report on-site and help staff to install and remove exhibitions.
- Must be organized, possess a keen eye for details, and have strong written and interpersonal communication with the ability to multitask and prioritize workload to meet strict deadlines.
- Collaborate with faculty, staff, and students to achieve common goals.
- Thrive in a fast-paced environment and meet quick turnaround deadlines.
- Must have a solid knowledge of:
  - contemporary and historic fields of visual art and design
  - art handling, installation, preparation, and presentation techniques
  - best practices in collections management, storage, and national/international shipping and insurance.
- Must have the ability to occasionally lift/move up to 30 pounds and work in a moderately noisy work environment.

**Application Process and Deadline:**

Qualified applicants should submit the following information in **one (1) pdf** document via email to: **director-galleries\_group@miad.edu**

Please save the file in the following manner:  
[LastName\_FirstName\_directorgalleries.pdf].

- A letter of interest/cover letter
- A resume
- Contact information for three (3) professional references.

**Initial review of applicants will occur after February 19, 2024, and will continue until the position has been filled.**

\*Note: If file size is too large to submit, then please remove the examples of professional work from the file and provide instructions for how the search committee may easily review these works on a website or alternative method. Any time-based media examples should be included as direct web links.

MIAD offers an attractive benefits package, including health, vision, and dental insurance. All final candidates extended an offer must successfully complete reference and background checks.

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**About MIAD:** As an accredited, nonprofit college, MIAD provides a transformative Bachelor of Fine Arts education that prepares students of diverse backgrounds for fulfilling and financially rewarding careers. MIAD fosters innovative and entrepreneurial thinking that benefits our students and our corporate and nonprofit partners.

MIAD is proud to serve students of all backgrounds and recognizes our opportunity to advance equity and inclusion. Under the direction of our inaugural Director of Equity and Inclusion and with input from community partners, MIAD developed a Three-year Equity and Inclusion Action Plan. [View the plan.](#)

MIAD enrolls 900+ students and employs 200+ faculty and staff. The college's nationally ranked programs include Communication Design, Product Design, Illustration, Interior Architecture and Design, Fashion & Apparel Design, Fine Arts + New Studio Practice and 18 academic minors. MIAD has been named a Top Design School by Graphic Design USA for five consecutive years.

MIAD brings robust career pathways and college-readiness experiences to high school youth and provides cultural experiences and programming to the Greater Milwaukee community. Companies that have hired MIAD interns and graduates include Delta Faucet, Generac, Harley-Davidson Motor Company, GE Healthcare, Google, Kohler Company, Kohl's Corporation, Milwaukee Tool, NASA and Nike.

MIAD is central to the development of Milwaukee's Historic Third Ward, which was named one of America's Top 12 Art Places. The Historic Third Ward is Milwaukee's most desirable downtown neighborhood, with Lake Michigan as our backyard and walkable distances to dozens of restaurants, galleries, and boutiques.  
[www.miad.edu](http://www.miad.edu)

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression,

genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.