



POSITION ANNOUNCEMENT

Director of Galleries & Community Engagement (Full-Time)

The Director of Galleries & Community Engagement is an energetic, mission-driven community builder who leads MIAD's gallery experiences to support learning, foster dialogue, and demonstrate the cultural value of art and design. The Director integrates curatorial vision, exhibition design, collections care, archives oversight, donor stewardship, and public programming to create meaningful connections among MIAD students, faculty, staff, and community partners.

This position oversees operations of MIAD's publicly accessible galleries—the Frederick Layton Gallery, Brooks Stevens Gallery, and 160 Gallery—along with exhibition programming, management of MIAD's Art & Design Collections, and the on-campus archives. The Director also coordinates artwork displays in campus spaces for special events and manages external gallery partnerships, including MKE Airport, M3 Insurance, and University Towers.

The Director of Galleries & Community Engagement reports to the Vice President for Institutional Advancement.

Key Responsibilities

MIAD On-site Galleries

1. Manage exhibitions in MIAD's publicly accessible galleries and other assigned locations.
2. Lead and collaborate with the Gallery Committee (faculty/staff) to plan, develop, and schedule future exhibitions; convene at least monthly and ensure clear communication.
3. Collaborate with Marketing & Communications, the Gallery Committee, and stakeholders to create mission-aligned public programs with educational content relevant to MIAD's academic programming.
4. Partner with Marketing & Communications on public relations, media, and marketing materials for exhibitions and programs; serve as a media spokesperson as appropriate (e.g. local news, journalism, radio, etc.).
5. Steward current donors and cultivate new supporters; align with the Grant Manager to pursue funding for exhibitions and initiatives.
6. Strengthen community partnerships with artists, curators, cultural organizations, and community leaders through regular engagement.
7. Lead the Art & Design Collections Committee; ensure policy adherence, documentation, conservation priorities, and collection display across campus.
8. Oversee artwork selection and presentation for events using gallery spaces (e.g., Annual Gala, Senior Exhibition, Holiday Sale).
9. Oversee staffing for gallery events (e.g., opening receptions, Gallery Night/Day, public programs); engage attendees and foster connection to MIAD.
10. Represent MIAD at public events to build community relationships.
11. Curate exhibitions as needed.

12. Supervise gallery staff (currently: full-time Exhibition & Collections Manager) and student employees and interns; provide feedback and professional development.
13. Create and manage the annual galleries budget with the VPIA; develop an annual plan and provide quarterly reports.
14. Review, develop, and communicate policies and procedures for Galleries (e.g. loans, lender agreements, condition reporting, insurance/COI).
15. Record donor and constituent interactions in Blackbaud Raiser's Edge.

Off-site Galleries/Exhibitions/Projects

16. Manage off-site galleries, exhibitions, and special projects.
17. Work with VPIA to create and execute contracts for off-site exhibitions.
18. Build and maintain relationships with partner contacts; invite them to events and keep them informed about MIAD.
19. Oversee installation and deinstallation of artwork; ensure safe handling, transportation, environmental conditions, and insurance compliance.

Other duties as assigned by the Vice President for Institutional Advancement.

Required Qualifications and Experience:

- Bachelor's degree in art, design, art history, museum/curatorial studies, arts administration, or equivalent professional experience.
- Five (5)+ years of successful gallery/museum experience including:
 - Required: End-to-end exhibition production (planning, installation, deinstallation)
 - Required: Professional art handling and installation (2D/3D) and condition reporting
 - Preferred: Collections management (policy, documentation, preventive care)
 - Preferred: Registrar/loan processes (incoming/outgoing loans, preventive care)
- Supervisory experience with staff and/or student employees.
- Budget development and project management with multiple simultaneous deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Availability to work evenings/weekends for events and to travel locally between sites as needed.
- Must hold a valid driver's license and maintain insurability.
- Experience in higher education preferred.

Skills, Knowledge and Abilities:

- Proficiency with standard office tools; ability to correspond electronically and use a work computer (Microsoft Word, Excel).
- Hands-on participation in installation and removal of exhibitions.
- Familiarity with social media platforms (LinkedIn, Instagram, TikTok, Facebook).
- Strong organization and attention to detail; ability to multitask and meet deadlines in a fast-paced environment.
- Effective collaborator with faculty, staff, students, and community partners. 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
- Ability to lift/move 40 pounds, use ladders/step stools, and work in a moderately noisy environment.

Application Process and Deadline:

Qualified applicants should submit the following information in one (1) pdf document via email to:
search_director_galleries_group@miad.edu

- ✓ Letter of interest/cover letter
- ✓ Résumé

- ✓ Three (3) professional references (names and contact information)

Initial review of applications will begin on October 13, 2025 and will continue until the position has been filled.

MIAD offers an attractive benefits package, including health, vision, and dental insurance.

All final candidates must successfully complete reference and background checks. Only pending charges or convictions that are substantially related to the position being considered will be taken into account during the employment decision-making process. Conviction records not substantially related to the position or to campus safety will not be considered in hiring decisions.

About MIAD: For over 50 years, the **Milwaukee Institute of Art & Design (MIAD)** has provided a transformative creative education, igniting curiosity through art, design, and service. As Wisconsin's leading private, nonprofit art and design college, MIAD prepares students for diverse, fulfilling, and financially rewarding careers through innovative, entrepreneurial thinking in a student-focused community.

Today, MIAD enrolls over 800 students annually in its nationally ranked BFA programs, including Communication Design, Illustration, Animation Track (Illustration), Product Design, Fashion and Apparel Design, Fine Art + New Studio Practice, and Interior Architecture and Design. Student enrollment has grown 40% in the past decade, with a strong emphasis on innovation, empathy, and community engagement.

Beyond the classroom, MIAD fosters cultural experiences and community impact through robust youth programs, nonprofit partnerships, and corporate collaborations, strengthening Milwaukee's creative economy.

Looking forward, MIAD remains a dynamic educational and creative force, addressing broad societal needs through action, intention, and expression.

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.