



Job Description

Job Title: Deputy Director of Exhibitions	Updated: May 2024
Department: Exhibitions and Community Engagement	FLSA Status: Exempt __X__
Reports to: Executive Director	Monday to Friday Schedule, on-site

Job Summary:

The Deputy Director of Exhibitions provides creative leadership and implements the Taubman Museum of Art year-round schedule of exhibitions with a holistic approach for the visitor. This includes the curation and management of visitor-centered exhibitions and related interpretive materials, long-range planning of the exhibition schedule and contracts, and direction of the curatorial staff in collaboration with the teams of community engagement and marketing to ensure an interactive and engaged experience for visitors of all abilities and ages.

Job Duties and Responsibilities:

- Provide effective leadership and management of the exhibitions ensuring an engaging and visitor-centered experience; assist the Museum in delivering its mission and achieving strategic goals.
- Manage and mentor the exhibitions department staff: currently made up of four to five full-time staff, one to three fellows, part-time associates and volunteers. Build a collegial, focused department that works collaboratively and cross-departmentally.
- Work collaboratively with the senior management team, Board committees, and community advisory groups, recognizing the opportunity not only to educate but to learn from these groups as well, always with mutual respect for experiences and capabilities.
- Provide leadership and responsibility for the planning with the Executive Director and delivery of an integrated exhibition and interpretive portfolio (10-13 per year), working with national and regional collectors, artists, and partners. Major curatorial and educational projects include banner exhibitions, the Museum's 2-story Atrium space, outdoor mural, and sculpture garden. These may involve collaboration with community partners or artists-in-residence, as well as input and partnership in high-quality, participatory educational programming and interpretation tools.
- Work directly with the Executive Director for planning, implementation and evaluation in collaboration with the Deputy Director of Operations and Project Management, Deputy Director of Community Engagement, and Deputy Director of Marketing for exhibition timeline.
- Serve as curator and/or organize and manage multiple exhibitions per year, working directly with artists and other institutions and curators along with the Executive Director and other curatorial and community engagement staff.

- Negotiate loans and contracts with regional, national, and international museums and galleries as well as private collections, artists, and lenders. Manage select exhibitions on loan and curated from other institutions or collectors.
- Work collaboratively with the Museum's Executive Director, curatorial team, community engagement team, and guest curators in execution of exhibitions.
- Oversee exhibition design and gallery management with strict adherence to timelines with a hands-on approach and can-do attitude.
- Provide guidance and oversight in the development of interpretation plans and interactive educational activities accompanying all exhibitions underpinned by solid educational goals and objectives that serve a diverse audience and myriad learning styles.
- Participate in the Leadership travel program as assigned to cultivate participants.
- Participate in the Sidewalk Art Show artist jurying process with the Executive Director and the committee, which informs which artists are in the region and for consideration for the permanent collection.
- Engage and provide access points for educators, adults, families, schools, young and elder audiences, bringing people and art together for discovery, learning, and enjoyment through connecting them in a meaningful way with the Museum's exhibitions.
- In collaboration with the Deputy Director of Marketing research and oversee the production of all exhibition-related publications, ensuring that each contributes to the artist's oeuvre, is cost-effective, educational, and delivered on time and on budget.
- Oversee training of all staff, museum hosts/guards and volunteers with timely information necessary to promote exhibitions and develop interpretive materials. This will include lectures and talks to various constituencies including members, sponsors, grant-giving bodies, donors, specialist groups, the press, and the public as well as educators and students.
- Ensure that Development staff is provided with sufficient information to prepare applications to individuals, sponsors, foundations and other revenue streams.
- Work collaboratively with the Development team in securing grants and in-kind gifts for exhibitions.
- Provide on-site support on high-visibility days and evenings for openings, late night programming, select Spectacular Saturdays, Member exclusive hours, fundraisers, and other events as identified by the Executive Director.
- Serve on the senior leadership team, providing input to reaccreditation, operations, marketing of exhibitions, and strengthening the visitor experience.
- Serve as Manager on Duty on assigned weekends to provide senior leadership support for on-site Visitor Engagement team.
- Ensure that all exhibitions and educational projects are delivered within agreed budgets and deadlines.
- Foster an inclusive environment through exhibitions, educational community programming, and staffing.
- Keep overall financial control of the Exhibitions Department while delegating to staff the day-to-day management of each budget.
- Perform other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities

- Excellent and proven team management and organizational skills
- Strong project management, supervisory, problem-solving, and conflict resolution skills
- Proven experience curating, delivering exhibitions, and writing publications
- Excellent oral and written communication skills, public presentation and teaching skills, and ability to deliver content to diverse audiences
- Proven experience and knowledge of best practices in museum education and participatory interpretation practices
- Current, updated knowledge of American Alliance of Museums guidelines
- Hands-on experience in exhibition design and gallery management
- Strong, up-to-date knowledge of developments in art, nationally and internationally, through research, networking, and attending exhibitions
- Maintain an excellent knowledge of contemporary, historical, and popular art and culture including excellent professional contacts and relationships with artists, writers, and collectors nationally and internationally
- Robust, flexible, strategic operator with hands-on, can-do attitude to jump in and assist the team when needed regardless of seniority or responsibilities
- Possess the drive and determination to work within a fast-moving environment, delivering within restricted time, space and financial resources
- Ability to work with a diverse range of age groups, learning styles, educational needs, socioeconomic backgrounds, and more
- Ability and desire to teach Curatorial staff
- Excellent computer skills with proficiency in use of spreadsheets, word processing, presentations, and Windows; basic Google sketch-up skills required; basic graphic design knowledge to provide input on marketing materials a plus; competency in social media applications a plus

Training, Education and Experience:

Position requires a Master's degree in art history, museum studies, or a related field with major course work in art history, fine art, museum studies or arts management, with a PhD preferred. Minimum of 10 years experience in a Museum setting in proven team management, curating, exhibition design, interpretation, and project management required.

Special Requirements:

Must possess and maintain a valid Virginia driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s). Must be available to work flexible hours including nights and weekends including openings, evenings, high traffic Saturdays and Sundays, and other key Museum events. Will require travel out-of-town on an occasional basis.

Physical Demands and Work Environment:

Must be able to stand, walk, and sit; ability to use hands and/or fingers, reaching with hands and arms; must be able to talk and hear; ability to occasionally climb or balance and stoop, kneel, crouch and crawl as required; must have the ability to lift up to 40 pounds as needed; must be able to see up close and have distance vision and have the ability to focus; must be able to work in a moderate noise level office environment.