



**WILLAMETTE
UNIVERSITY**

JOB DESCRIPTION

**Interim Director, Center for Contemporary
Art and Culture**

Job Description Summary:

Curate, execute, and install exhibitions in PNCA's galleries (student and external) for the 2021/2022 academic year, with some limited longer-range planning for the 2022/2023 academic year and beyond. Responsible for the overall development, coordination, evaluation and successful execution of Exhibition Department activities, including First Thursday programming and curatorial endeavors on and off campus, in service to the mission of the College. Oversees the budget and administration of the Exhibition Department and its activities. Represent the Exhibition Department publicly to foster community support. Works closely with faculty to ensure exhibitions and programs provide opportunities for curricular response. Oversees and collaborates with Curatorial Team (Curator of Collections, Associate Curator) on Exhibition Department activities at PNCA.

Job Duties:

Curatorial/Exhibition and Programming

- Curate, execute, and install exhibitions in PNCA's galleries (student and external) for the 2021/2022 academic year, with some limited longer-range planning for the 2022/2023 academic year and beyond.
- Oversee work study team as needed
- Coordinate and execute First Thursday Programming, in conjunction with all on- and off-campus partners
- Develops a network of peer institutions, curators, scholars, artists and collectors from which exhibitions may be created or borrowed, original scholarship commissioned, or programming developed.
- Functions as a liaison between academic and administrative departments as well as with the public, other institutions, organizations and scholarly communities
- Collaborate with guest curators to research, develop and execute curatorial projects.
- Research and development of exhibitions and programs that demonstrate social, ethical and progressive engagement

Curriculum and Research

- Provides mentorship and professional leadership for students, interns and volunteers, and demonstrates a commitment to the academic initiatives and mission of PNCA.
- Supports researchers, PNCA faculty and graduate students on curatorial-based research and scholarship.

Administration

- Oversees Exhibitions Department budget.

- With Communications office develop and execute a marketing and promotions plan for Exhibition department activities
- Oversees the Graduate Curatorial Fellowship and Undergraduate Student Galleries Coordinator
- Collaborates with college departments on integrated functions, including but not limited to: Advancement, Communications, Continuing Education, Facilities, Finance, HR, and IT.
- Assists on grant writing/reporting and communications support linked to curatorial projects.
- Communicates effectively with, manages and mentors student workers.
- Represents Exhibitions Department on various campus Committees.
- Help ensure college-wide knowledge of exhibitions occurs in a timely manner allowing a curricular response
- Maintain the Exhibition and Events online calendar and work closely with the Communications Office to ensure they have the information needed to promote the exhibitions and events.
- Work closely PNCA's documentation function within Academic Affairs and Communications Department to document and archive exhibition information. This would include slides of the work of the artist, press coverage, speaking notes, photos, etc.
- Research and make available in the library relevant textual and visual materials to the exhibition.
- Work closely with security to ensure work is protected from vandalism and theft.

Minimum Qualifications:

- B.A. in art, art history, design, museum studies or collection management
- Expertise in contemporary art and design practice.
- Excellent interpersonal skills.
- Strong organizational and communication skills.
- Demonstrated supervisory experience, especially of employees, interns, volunteers, and contractors.
- Ability to solve problems proactively and creatively.
- Ability to work collaboratively with diverse groups from the community at large (local, national and international).
- Ability to prioritize a demanding workload, meet deadlines, and work flexibly under pressure.

Preferred Qualifications:

- Minimum 5 years of curatorial and programming experience

Typical Work Schedule:

Monday – Friday, 8 am to 5 pm. Some evening and weekend hours as needed.

Physical Demands & Working Conditions:

Intermittent physical effort involving lifting up to 40 pounds is required.

Priority Deadline for applications is September 7th.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities and is committed to a policy of equality in our admission and employment practices. PNCA welcomes applications from candidates that expand the college's diversity. PNCA is an equal opportunity employer.

TO APPLY: Send a CV and cover letter to hr@pnca.edu .

