

JOB DESCRIPTION

Job Title: Director of the Logan Museum of Anthropology and Wright Museum of Art

Department: Academic Affairs

Title of Immediate Supervisor: Provost and Dean of the College

FLSA: Exempt

FTE or Annual Hours: 2080

Revision Date:

Account Number: 01-00000-00000-00000-50003

Date Hired:

Name:

Signature:

Occupational Summary:

The Director is responsible for the daily operations of both the Logan Museum of Anthropology and the Wright Museum of Art, and for working with faculty and museum staff, to develop exhibits, programs, policies and plans, grant proposals, and manage resources. The Director supervises a small professional staff and reports to the Provost and Dean of the College. The Director will have adjunct faculty status, teach in Museum Studies, and cross-list in relevant departments. This is an twelve-month, full-time, exempt position. The Logan curates over 350,000 collections, requires increased staffing support, will undergo AAM re-accreditation, and requires on-going NAGPRA compliance. As a result, it is anticipated that the emphasis will be the Logan Museum, however, this may fluctuate based on the needs of each museum.

Characteristic Duties and Responsibilities:

1. Work with faculty and museum staff to develop and maintain the museums as excellent learning resources for the College and community. Collaborate with faculty and museum staff to develop and support curricular use of the museums' resources.
2. General administration and management of both museums, including:
 - a. Work with museum staff to develop and implement strategic planning for both museums.
 - b. Manage budgets, oversee fiscal resources, and manage expenditures and revenues.
 - c. Ensure the museums' collections are managed according to best practices and that the museums are in compliance with all federal and state laws and regulations.
 - d. Oversee development and implementation of museum policies and plans in coordination with staff, Museum Policy Board, Provost's office, and Board of Trustees.
 - e. Oversee the museums' exhibition programs and promote exhibitions, programs, and acquisitions that directly address college strategic priorities and initiatives.
 - f. Supervise museum staff and encourage their professional development.
3. Serve as NAGPRA coordinator for the Logan Museum of Anthropology; consult with and host tribal visits and submit NAGPRA paperwork to National NAGPRA.
4. Develop and assist with external grant applications and coordinate efforts with the Office of Government & Foundation Relations.
5. Coordinate with the Office of Development and Alumni Relations on fundraising, donor development, and alumni networks.

6. Lead the Museum Studies program, including:
 - a. Chair the Museum Studies program.
 - b. Teach one course each year in museum studies.
 - c. Advise and mentor museum studies students and facilitate special projects and honors terms.
 - d. Collaborate with the Anthropology Department, including teach one course each year in anthropology or other relevant department.
7. Conduct and disseminate interdisciplinary research that complements the existing strength of the museums.
8. Cultivate and support national and international visiting research scholars.
9. Participate in professional development and professional and public service activities.
10. Oversee and manage Logan Museum re-AAM accreditation process

Credentials and Experience:

1. Ph.D required, and a Ph.D. in Anthropology preferred.
2. Three to five years of prior museum, preferably academic museum, administrative or curatorial experience required.
3. Experience and commitment to deconstructing the structural biases embedded in disciplinary boundaries preferred.
4. Leadership skills, a hands-on approach, and demonstrated commitment to diversity, equity, inclusion, as well as working with broadly diverse communities required.
5. Teaching experience, broadly construed, required preferably at the undergraduate level and in anthropology and museum studies. Experience cultivating and facilitating student research opportunities and experience in object-based instruction required.
6. Working knowledge of current practices, theories, ethics, and policies in the field of museums required, preferably in anthropology and art museums. Experience with NAGPRA compliance and experience working with source communities preferred.

Knowledge, Skills, and Abilities:

1. Ability to understand and appreciate the mission of a residential, liberal arts college and to work well, in a fast-paced office, with diverse faculty, staff, students, alums, general public in a variety of situations.
2. Ability to develop, and to contribute to, learning and work environments welcoming to people from a diverse variety of backgrounds and experiences.
3. Ability to collaborate and communicate effectively with faculty, staff, and students required.
4. Strong communication skills and the ability to represent the Logan Museum of Anthropology and Wright Museum of Art to both the academic and local communities required.
5. Dedication to the use of the museums as valuable teaching resources, combined with an understanding of the need to balance preservation and access required.