

Washington Pavilion Management, Inc.
Director, Visual Arts Center Ver: 04.04.2017

I. Basic Function

Direct all aspects of the Visual Arts Center (VAC) within the Washington Pavilion of Arts and Science, including administrative planning and daily operations, exhibitions and program implementation, and assisting with public relations and development efforts.

II. Organizational Relationships

A. Line

1. Reports directly to the Washington Pavilion President & CEO.
2. Responsible for the successful performance of all assigned duties and responsibilities.
3. Serve as staff liaison to the Visual Arts Center (VAC) Advisory Board and related committees.
4. Directly supervise all VAC employees.
5. Responsible for day to day operations of the Visual Arts Center.

B. Team

1. Communicate and collaborate frequently with the President & CEO and Senior Management Team to provide unified programs, services, policies and procedures.
2. Serve as member of Washington Pavilion Senior Management Team.

III. Specific Duties and Responsibilities

A. Ongoing

1. Work collaboratively with the President & CEO, VAC Advisory Board, and Board of Trustees to establish and execute a shared vision and mission for the VAC and the Washington Pavilion of Arts and Science.
2. Develop a comprehensive annual exhibition plan, including both permanent and traveling exhibitions. This includes negotiating contracts that are within the parameters of the VAC annual budget.
3. Develop strategies and tactics to fulfill the shared mission and vision of the VAC and the Washington Pavilion of Arts and Science.
4. Provide administrative/operational support to VAC staff to ensure program strategies are maximized.
5. Provide leadership, enthusiasm, and direction to ensure quality exhibitions and programming for VAC, including educational programs and special events.
6. Work with Program Collaboration Committee on planning cross promotional programs and exhibitions with other internal departments and external organizations.
7. Strong knowledge of contemporary art, with interest in Native American and other regional art, and well-connected with regional and national art museums and art centers.
8. Broad knowledge of art museum functions, current trends, best practices and current standards in accordance with the American Alliance of Museums.
9. Provide leadership and coordination of VAC fundraising events.
10. Manage development and operation of VAC Advisory Board.
11. Develop VAC staffing plan to support strategies and fit available resources.
12. Develop and manage VAC departmental budget.
13. Develop, maintain and enhance earned income strategies, including exhibit admissions, fee-based programs, special events and museum store sales.
14. Identify and solicit private, public and foundation support for the VAC in cooperation with the President & CEO, VAC Advisory Board and the Development Director.
15. Serve as a spokesperson and advocate for VAC and the Washington Pavilion of Arts and Science with the media and key constituencies in cooperation with the Marketing Department.
16. Hire and provide annual performance reviews for designated staff.

B. Other

1. Perform any special projects as directed by the President & CEO.
2. Represent the Organization as Director of the Day on specified weekends and holidays.
3. Represent VAC and the Washington Pavilion in professional activities, including participation in the American Alliance of Museums and SD Museum Association.
4. Develop and maintain relationships with key personnel from important VAC and Washington Pavilion constituencies and current and potential supporters, including the Sioux Falls School District, the City of Sioux Falls, the Sioux Falls Area Community Foundation, and others.
5. Develop and maintain relationships with regional and national visual arts administrators and museum professionals.
6. Keep up-to-date in the arts of the region and maintain a broad awareness of current developments in museum studies, and in the field of the visual arts.

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IV. Qualifications

1. Education: A bachelor's degree in business administration, museum/arts administration, or an arts related field is desired.
2. Proven ability to work cooperatively and effectively with Boards, volunteers, and in community relations and outreach capacities.
3. Five years of experience in an art museum/art center, nonprofit organization, and/or related business is desirable. At least three years management experience is preferred, but not required.
4. Other: Knowledge of the visual arts is required. Interest in working with the performing arts and sciences is desirable. Excellent organizational, human relations, and written and verbal communications skills are required. Previous fund-raising and grant-writing experience is desirable. Ability to work occasional evenings and weekends is required.