Position Title: Gallery Director, Martin Art Gallery
Supervisor: Head of Art Department
Classification: Administrative Manager, full-time, year-round position

Characteristic Duties and Responsibilities:
A. Plan and implement a rotation of stellar art exhibitions in the Martin Art Gallery and adjacent Galleria
B. Execute and supervise all aspects of scheduled exhibitions
C. Provide effective outreach to the College and general public
D. Publicize Gallery events to the College and local community
E. Actively engage with contemporary artists and solicit guest curators
F. Conduct outreach to local and regional art institutions to create student internship opportunities
G. Work with Muhlenberg faculty and students in developing and implementing ideas for exhibitions (includes the annual Senior Thesis show)
H. Synthesize Gallery programming with curricular interests of the Art Department and other College departments
I. Develop exhibition programming (e.g. speakers, films, workshops, public discussions)
J. Oversee exhibition budgets
K. Supervise student internships and independent study projects
L. Facilitate use of the permanent collection by Muhlenberg classes
M. Manage the permanent collection according to AAM standards
N. Digitally catalog the permanent collection
O. Perform other duties as assigned

Qualifications:
1. MA in museum studies or art history or MFA
2. Minimum of two years of relevant experience
3. Understanding of best curatorial practices
4. Strong connections in the field
5. Strong record of organization and presentation of exhibitions
6. Experience working with living artists on exhibitions and installations
7. Knowledge and understanding of museum ethics and principles as articulated by the AAM
8. Experience with digital design and social media
9. Experience with exhibition preparation and installation, and art handling best practices
10. Excellent organizational skills
11. Ability to engage diverse audiences
12. Experience in project and budget management