



JOB DESCRIPTION

Director of Collections & Exhibitions

Reports to: Executive Director

Status: Full time, Non-Exempt

Supervises: Exhibition's Staff, Preparator, & Collections Staff

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

To supervise the presentation of artwork on loan to the Museum from other institutions and private collectors and in the Museum's collections through in-house temporary exhibitions, outside travelling exhibitions, and permanent exhibitions. To supervise the documentation and preservation of the Museum's intellectual and physical collections, library holdings, and archives through routine registration duties and development and management of collections and special projects.

This position will also serve as part of a leadership team overseeing the overall wellbeing and growth of the Museum as it transitions into its new facilities in 2026. This includes, but is not limited to, moving the permanent collection to the new location, developing the exhibition schedule, and overseeing the art commission and installation of the sculpture walk.

Essential Functions and Responsibilities

Exhibitions/Curatorial:

- Manage the Museum's temporary exhibition schedule of fine metalwork (~6 rotating exhibitions per year), including selecting exhibition themes, writing proposals for in-house exhibitions, and identifying guest curators and artist collaborators. Typical exhibitions include:
 - The *Master Metalsmith* (1 annual) and *Tributaries* (2-3 per year) exhibition series,
 - outside traveling group exhibitions (~1 each year), and
 - in-house temporary group exhibitions (~1 each year).
- Oversee exhibition layouts and designs and advise on display requirements for artworks with assistance from Preparator and Exhibitions staff.
- Oversee, schedule, and proof all exhibition print materials (catalogs, gallery guides, postcards, didactics, etc.). Coordinate tasks and deadlines with content and design contractors and collaborators and provide Museum-required content as needed.
- Assist with exhibition installation and deinstallation, including gallery and furniture cleaning, painting, lighting, and didactic installation.
- In coordination with the Education Department, develop interactive displays and activities for exhibitions.

- Oversee updates and maintenance of all permanent exhibitions, including the New Acquisitions and Visible Storage Galleries, *Beauty in the Boundary* exhibit, and the Sculpture Garden with assistance from Exhibitions Staff and Preparator.

Collections/Registration:

- Refine and expand the Permanent Collection in accordance with the collections development plan and collections policy, including seeking out new acquisitions and proposing and conducting deaccessions.
- Work directly with collections donors on the acquisition of new works for the collections, including researching proposed acquisitions and artists, presenting these artworks to the Collections Committee, and coordinating acquisition paperwork and shipments.
- Oversee PastPerfect 5.0 and/or PastPerfect Web Edition database, including establishing data entry protocols, reviewing records, and managing the online catalog with assistance from Collections Staff.
- Coordinate photography of Museum collections, research requests, and image rights & reproduction requests.
- Manage environmental data and pest management with assistance from Preparator.

Administration/Project Management:

- Create and implement Museum policies, procedures, and best practices encompassing acquisitions, loans, deaccessions, exhibitions, storage, packing and shipping, security of artwork in transit, fine art insurance administration, and risk management.
- Develop and submit annual collections and exhibitions budget for approval and manage allocated budget throughout fiscal year.
- Develop 5-year strategic plan for the department and oversee long-term projects to improve Museum's collections and exhibitions.
- Update facility report, collections policy and plan, and other related documents as needed.
- Schedule tasks for collections and exhibitions projects in Asana and organize department documents and images in Microsoft SharePoint.
- Hire, train, and manage Collections Staff, Exhibitions Staff, Preparator, interns, and volunteers, as well as cross train other Museum staff, interns, and other volunteers when necessary.
- Oversee and coordinate in-person and virtual collections and exhibition programming, including receptions, lectures, and gallery talks.
- Coordinate and facilitate Museum meetings regarding the Curatorial Department and committees of the Museum Board of Trustees, including the Collections Committee and Master Metalsmith Selection Committee. Prepare meeting agendas and department board reports.
- Cultivate relationships with artists, collectors, donors, and other key stakeholders.
- Apply for regional and national awards as they apply to collections and exhibitions.
- In collaboration with the Marketing Department, approve and provide content as needed for collections and exhibitions-related social media and blog posts.
- Perform other duties as assigned within the scope of responsibility and requirements of the position.

Institutional Responsibilities:

- Support the Museum's mission, vision, values, strategic plan, and other institutional initiatives.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to other's perspectives.
- Other responsibilities may include, but are not limited to, acting as an attendant for the galleries, monitoring the cleanliness of the buildings; and assisting with events.

Qualifications & Qualities of the Ideal Candidate

- An MA in Art History, Museum Studies, Library and Information Science, or a related field is required. Minimum 3 years of experience with collections and exhibitions work in a museum preferred. Will consider an equivalent combination of relevant education and experience.

- Genuine interest in museums, metalworking, and visual arts is strongly desired.
- Enjoys networking with other individuals in the field to identify new and established talent.
- Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in both large and small groups

Skills and Technical Competencies

- Proficient in Microsoft Office Suite, Google Workspace, Asana, and Adobe Acrobat Pro. Previous collections database experience is required.
- Strong interpersonal skills and ability to work independently as well as part of a team.
- Ability to communicate clearly and concisely, both written and verbal.
- Detail oriented and strong organization skills.
- Able to take initiative and anticipate actions that are needed.
- Ability to multi-task and conceptualize steps involved in implementing projects.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Position may have occasions to lift and/or move objects of 15-20 lbs.

Hours, Compensation, and Benefits

The work week for this position is Monday through Friday, with additional hours (nights and weekends) as required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week of Repair Days, which is held annually in the fall (currently the third weekend in October).

The salary starts at \$55,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

To Apply

Send a cover letter detailing fit and interest in position, resume, and three references to Quamesha Brown, Operations Manager, at quamesha@metalmuseum.org. Please reference "Director of C&E" in the subject line. **Please, no phone calls.**

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Studies have shown that women and people of color are less likely to apply to positions if they do not meet all qualifications. We strongly encourage any individual interested in the position to apply if they have most of the qualifications.