

DIRECTOR OF EXHIBITIONS

The New Hampshire Institute of Art (NHIA) seeks an exemplary curator/educator/scholar who possesses the vision, breadth of knowledge, and demonstrated experience to lead our Exhibitions program. This is that rare opportunity for a passionate individual to achieve lasting impact at a small but growing college of arts and design by transforming the galleries at NHIA into a nationally recognized exhibition destination and an innovative center for experiential learning for NHIA's students.

POSITION DESCRIPTION

POSITION TITLE

Director of Exhibitions

DEPARTMENT:	Exhibitions
REPORTS TO:	Dean of Graduate Studies
SUPERVISES:	Part-time staff, Work-study students
PAY GRADE:	Salary, exempt, with full benefits
WORK SCHEDULE:	Full-time; year-round

POSITION DESCRIPTION: The Director of Exhibitions exercises primary curatorial responsibility for all gallery exhibitions and exhibition-related public programming for the New Hampshire Institute of Art (NHIA). This includes collaborating with the Dean of Graduate Studies, Dean of Undergraduate Studies, and Associate Dean of Community Education to ensure that the Exhibitions program best serves the academic mission of the college: *to educate, engage and empower through the arts*. The Director of Exhibitions manages all administrative aspects and operations of the college's two galleries located in Manchester (1,600 sf.) and Peterborough (3,200 sf.), New Hampshire and coordinates with the Director of Marketing and the college's marketing department on the promotion of same. NHIA seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.

RESPONSIBILITIES

Curatorial

- Curates 6-7 exhibitions per year in each of the two galleries on the New Hampshire Institute of Art's Manchester and Peterborough campuses inclusive of the annual BFA, MFA and Community Education exhibitions;
- Ensures that all programming reflects the academic programs, mission, and values of the college and fosters a healthy, critical dialogue on contemporary art amongst the college's students, faculty, staff, and the public;
- Promotes civic engagement and increased public awareness of the college through collaboration with our academic partner the University of New Hampshire, Manchester and our community partners the Currier Museum of Art in Manchester and the MacDowell Colony in Peterborough, New Hampshire;
- Arranges for periodic meetings with the Exhibitions Advisory Committee consisting of faculty, staff, and external stakeholders;
- Serves as an ambassador for the college's Exhibitions program with members of the local community, and regionally and nationally with collectors, curators, gallery owners, museum professionals, artists and others within the larger contemporary art and professional curatorial world;

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- Collaborates with the Director of the Teti Library and Special Collections on the archiving, cataloging, and exhibiting of selections from the college's permanent collection of fine art photography, ceramics, and illustrations.

Academic

- Coordinates with the Dean of Undergraduate Studies, Dean of Graduate Studies, and Director of Community Education to organize the annual BFA, MFA, and Community Education student exhibitions;
- Works with the Design Department Chair to identify ongoing curricular opportunities to engage students in the design and installation of museum exhibition graphics, wayfinding, and print materials for all exhibitions;
- Collaborates with the undergraduate academic department chairs and graduate program directors to incorporate the exhibitions program into the teaching mission of the college.
- Coordinates with undergraduate and graduate offices and the Office of Alumni Services to host visiting artist talks, presentations, and screenings; visiting artists this year have included illustrator Aaron Meshon, writer Tobias Carroll, printmakers Lyell Castonguay and Carand Burnet, video installation artists Andi and Lance Olsen, designer Aaron Draplin, and comic artists Dash Shaw and Alec Longstreth, among others.

Managerial

- Manages the Exhibitions department budget and travel stipend; monitors all expenditures to ensure that expenses are within budget;
- Supervises and trains part-time hourly staff, work-study students, and graduate student assistants for both the Peterborough and Manchester galleries;
- Manages all exhibition-related correspondence and maintains up-to-date records of all exhibition/gallery activities including artwork loan agreements, certificates of insurance, condition reports, exhibition agreements, and artwork sales;
- Ensures that all exhibitions are properly installed, maintained, and staffed, and that the galleries and collections meet professional standards;
- General office management including ordering supplies, submitting check requests, tracking departmental expenses, securing W-9 forms and submitting invoices for payment, and answering correspondence;
- Coordinates the packing, handling, and shipping of all artwork including booking art handlers and securing accommodations for visiting artists;
- Oversees all aspects of gallery receptions and visiting artist special events including securing staffing, catering, and event setup.

Marketing

- Coordinates with the college's Marketing Department on the design, production, and distribution of promotional materials (digital and print), advertisements, and calendar listings for the Exhibitions program;
- Collaborates with the Marketing Department to effectively promote the college's exhibitions activities through various social media platforms including Instagram, Twitter, and Facebook.

Fundraising

- Assists the Office of the President in identifying and pursuing individual, corporate, and foundation support of Exhibitions programs activities in alignment with the strategic aims of the college.

MINIMUM QUALIFICATIONS

- Graduate degree in visual art, art history, museum studies, or related field.
- A highly organized and self-motivated individual who possesses broad knowledge of the contemporary art world and exhibits strong organizational and financial management skills;
- 5-7 years of practical gallery or museum curatorial experience including organizing and installing exhibitions and the packing, handling, and shipping of artwork;
- Excellent oral and written communication skills and the ability to represent the college in professional and public settings;
- Strong digital literacy skills including ability to use both Mac OSX and Windows platforms, Microsoft Office applications (Word, Outlook, Excel), and standard web-based software;
- Ability to work flexible hours depending upon the demands of the job including occasional weekends and evenings;
- Ability to lift 50 lbs.

PREFERRED QUALIFICATIONS

- Terminal degree, preferably in the visual art, art history, museum studies, or related field.
- Teaching experience, especially at an institution of higher education.

START DATE

- June 1, 2017

ABOUT NHIA

The New Hampshire Institute of Art (NHIA) is a small, private, non-profit college founded in 1898, located in Manchester, New Hampshire offering undergraduate (BFA) and graduate (MFA, MAAE, MAT) degrees in the visual arts, design, and creative writing. The college is accredited by the New England Association of Schools and Colleges (NEASC) and the National Association of Schools of Art and Design (NASAD) and is a member of the Association of Independent Colleges of Art & Design (AICAD). Current enrollment stands at approximately 400 undergraduate students, 75 graduate students, and growing with an additional 1,400 students served through its community education programs. NHIA's academic and administrative programs and residence halls are housed in 10 buildings spread throughout downtown Manchester with additional studio and exhibition facilities located in Sharon and Peterborough, New Hampshire. For more information, visit www.nhia.edu

How to Apply: Interested candidates should email a letter of interest, resume, and 3-5 references (*which will not be contacted without prior notice to the candidate*), to HR@nhia.edu. The position title must be included in the Subject line of your email. Due to the number of resumes received, only those being considered will be contacted.

