POSITION: Gallery Director and Affiliate Assistant/Associate Professor of Art

DEPARTMENT: Department of Art

SUMMARY: Exciting opportunity as a member of the Art Department. The successful candidate will serve a dual role as Director of the Beatrice M. Haggerty Gallery and Affiliate Assistant/Associate Professor of Art, with an anticipated start date in June 2015.

ESSENTIAL DUTIES:

- **Curatorial:**
  - Curate exhibits for the gallery that will enhance the pedagogy that occurs in the studio/classroom/lab. Exhibitions that reinforce the wide variety of disciplines within the corpus of the university are especially of interest.
  - Assess and select art work.
  - Work closely with individual artists, develop relationships with new artists, and build relationships with established artists.
  - Curate shows in cooperation with artists, technicians, and gallery committees.
  - Negotiate with gallery managers and curators from other institutions to arrange for loans.
  - Demonstrate excellence in public speaking.
  - Fundraising awareness/experience

REQUIRED KNOWLEDGE, SKILLS, AND PRIMARY RESPONSIBILITIES:

- Terminal degree, MFA/PhD in Art/Art History with curatorial exp.
- Experience with art and exhibition-related fundraising and grant-writing.
- Ability to network with diverse populations and institutions.
- Experience with digital resources.

**Outreach and Public Awareness:**

- Discover, create, and implement opportunities that introduce diverse perspectives to the gallery through associations with, but not limited to, the greater university, study body, DFW arts community, and the state/regional community of artists.
- Develop visitor/patron lists by notifying potential visitors of particular works and exhibitions, according to their stated interest.
- Extend the visitor/patron database.
- Develop fruitful relationships with volunteer and philanthropically minded groups and individuals in DFW and alumni when necessary.
- Work cooperatively and effectively with volunteers and in community relations and outreach capacities.
• **Fundraising/Grant Writing:**
  o Fundraise for exhibitions, operation and gallery development as well as integrate these activities with outreach.
  o Experience with successful grant writing and audience development especially when funding the mounting of a significantly historical exhibition.

• **Gallery and Facility Management** – Beyond curatorial duties, the Gallery Director is expected to be responsible for functions related to the gallery such as:
  o Smooth day-to-day running of the gallery
  o Develop and maintain the gallery’s general administration, budgeting, finance, and accounts.
  o Develop and manage an annual operating budget.
  o Oversee graduate assistants and student workers
  o Climate monitoring
  o Organize opening receptions
  o Maintain ongoing promotions and advertising programs of the gallery, marketing exhibitions, shows, and oversee public relations.
  o Develop and update gallery website.

• **Teaching** – The art faculty is convinced that having the successful candidate, as a member of the Art Department, teach up to four credits per semester will enhance the educational development of UD’s students. These classes would be at the discretion of the department but could include Gallery Practicum, Senior Seminar, MA/MFA Seminar, or newly developed coursework.
  o **Art Gallery Practicum** – A one credit course that provides insight into the operations of galleries and museums as well as practical experience in the arranging and mounting of exhibitions. Over the past nine semesters, average enrollment in this class has been 10 students.
  o **MA/MFA Seminar** – A two credit course required of each graduate student during the semesters that he/she is not mounting an MA or MFA exhibit. Each semester is dedicated to exploring a unique artistic, cultural, or art discussions, presentation, and critiques. Over the past nine semesters, average enrollment in this class, both MA and MFA, has been 11 students.
  o **Art History** – Depending on departmental needs, the candidate could be asked to teach a three credit course, existing or newly developed.

**COMPENSATION:** The salary for this position will commensurate with the individual’s rank, qualifications, and experience. Benefits include eligibility to participate in medical, dental, life & disability insurance, paid vacation, holiday and sick leave; tuition waiver benefit; and cafeteria and retirement contributions as described in the faculty handbook.

**EMPLOYMENT ELIGIBILITY:** All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.
APPLICATION PROCEDURES: All applications should be submitted online. Inquiries regarding a posting can be made via fax, email, or in person at:

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062

Fax: 972/721-4095
Email: hr@udallas.edu

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