Position Title: Director  
Department: Clark Atlanta University Art Museum  
Reports To: Dean of Arts and Sciences

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):
Serve as a visible thought leader of the CAU Art Museum by ensuring financial stability, collection care and management, and cultivation of partnerships while also providing leadership that supports the University’s strategic plan.

Examples of Duties and Responsibilities:

- Strategize and implement short-term and long-range strategic plans for the museum’s financial stability, collection management, partnerships, and overall sustainability.
- Improve and manage fundraising initiatives through creative revenue streams, donor cultivation and grant writing.
- Guide the collection’s research and program development central to the museum’s mission.
- Provide innovative curatorial leadership regarding the conservation, development, and display of the Museum’s collection.
- Cultivate partnerships with local and international artists, scholars, and arts organizations that align with the University’s mission.
- Build and strategically leverage current and new partnerships with other museums, academic and cultural institutions, community groups, artists, and collectors.
- Support access to the collection through its preservation, scholarly publications, website, and digital humanities related projects.
- Supervise and train museum interns, students, and docents as needed for special projects, exhibitions, and programs.

Knowledge, Skills and Abilities:

- Knowledge of best practices in museums, development, advisory boards and staff leadership
- Extensive knowledge of histories of art, contemporary visual art, and curatorial strategies
• Ability to demonstrate leadership, self-motivation, and collegiality
• Ability to contribute and ensure ongoing scholarly contributions to the CAU Museum through professional staff and visiting researchers/scholars, including lectures, performances, and symposia
• Strong organizational, strategic planning, and research skills
• Ability to write grant proposals, conduct research projects, and interpretive writing as needed
• Excellent project management and computer skills
• Experience with acquiring and maintaining fine art collections, installing exhibitions, art shipping and receiving
• Ability to establish and maintain working relationships with faculty, staff, curators, docents, donors, collectors, professional colleagues, and other museum stakeholders

<table>
<thead>
<tr>
<th>Education</th>
<th>M.A./Ph.D. preferred in art history, museum studies, or related field with a focus on African American art and material culture.</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>5-10 years museum experience.</td>
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<td>Years of Management/Supervisor Experience</td>
<td>Minimum 5 years</td>
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