

Job Description

Title: Associate Director of Native American Programming

Division: curatorial/education/collections

Position Reports To: Director/CEO

Date: Jan 2019-

This is a ¾ FTE (30 hours per week) hourly position eligible for comprehensive F/T benefits, with possibility of advancing to a 40+ hours per week salaried position in 2020.

I. General Summary

Coordinates all aspects of the Museum's Creativity Among Native American Artists Initiative. This initiative presents exhibitions, collections, and programs such as workshops, residencies, outreach, professional development opportunities and more. The Associate Director of Native American Programming organizes these activities and contributes knowledge, performs research, and builds relationships for the advancement of Native American artists, and the understanding of Native cultures, creativity and lifeways in North Dakota, South Dakota, Minnesota and Wisconsin. This position works closely with the Director of Native American Programs until her planned retirement, and if funding continues and the person performs successfully, the position may have the opportunity to become her replacement. This grant-funded position works with other members of the Museum's leadership and Curatorial Team and must enable meaningful and authentic relationships both internally and externally with artists and organizations doing this important work.

II. Principle Duties and Responsibilities:

- Present exhibitions of contemporary and traditional Native American artists from the Dakotas, Minnesota and Wisconsin while reflecting a high level of artistic, educational and operational standard
- Facilitate an ambitious roster of educational programs led by Native American artists and cultural and thought leaders for the public's understanding and appreciation of Native creativity
- Facilitate programs for artistic professional development and to enable an intergenerational transference of knowledge of Native creative practices
- Travel throughout the region to identify artists, build relationships with artists and communities, research needs and opportunities.
- Build external relationships and increase the connectivity of Native American artists and communities while exhibiting an acute understanding of cultural and personal histories and present-day needs
- Build internal relationships with Museum leadership and staff to serve as an educator and to ensure that Native practices continue to be central to Plains Art Museum

- Create and utilize program and departmental budgets and utilize financial information and reports to maintain fiscal responsibility
 - Maintain relationships with current supporters of the Initiative and identify sustaining support for the future
 - Evaluate programs and perform data input into systems
 - Perform other duties as identified or assigned
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III. Background

Confidentiality -- High ethical standards of integrity, understanding, judgment, and diplomacy are required.

Supervision –Collaborates closely with many other staff positions and may supervise a departmental intern. Ability to direct projects and work with project staff in collaborative and respectful manner.

Intellectual Skills- This position requires excellent problem-solving skills, flexibility, time-use planning, and anticipation of circumstances in order to meet responsibilities and deadlines. Independent decision making skills are crucial as well as the ability to follow established policies and procedures.

Responsibilities - The position is responsible for a wide range of projects that require strong organizational and relationship-building skills

Contacts / Internal and Public - Internal contact with many Museum departments and at times the Board of Directors. External contacts include artists, museum colleagues, faculty and students, vendors, volunteers, donors, collectors, members, and the general public.

Magnitude and Scope - The position will make a strong impact on the Museum as a whole. This position entails representing the Museum to artists and audiences and organizing exhibitions and programs.

IV. Conditions of Employment

Working Conditions - Work is performed largely in office and gallery environments. Occasional overnight travel is required. Dress attire is museum professional.

Equipment Operations - Equipment operated include the computer, printers, fax machine, telephone, calculator, copier, and digital cameras. The position requires knowledge of word processing and spreadsheet functions on the computer.

V. Specifications

Education - The position requires a minimum of a B.A. in art, art history, Native American Studies, American Studies, or related field.

Experience –A minimum of three years experience working with Native American communities and artists. Experience curating exhibitions and producing public programs desired.

Abilities - This position requires planning, organizing, and financial management skills. The position requires an ability to communicate both orally and in writing. Must possess a valid driver's license and a vehicle for museum business travel. Must be able to work independently as well as part of a team. Must be able to perform multiple tasks concurrently and meet deadlines.

This is a grant funded position with the Museum that is funded for three years by a grant from Margaret A. Cargill Philanthropies. This position is not guaranteed to continue at the end of the current grant period (December of 2020).

(Clearly Print Name)

Employee Print

Name _____ Date _____

Employee's Signature: _____ Date _____