Library and Museum Manager 2

Tweed Museum Manager

Job Opening #329532

Required/Essential Qualifications:
Master's degree in art, art history, museum studies, or art museum management and six years or more experience in art museum management to include supervisory experience OR a bachelor's degree in art, art history, or art museum management and eight years or more experience in art museum management to include supervisory experience. Oral/written communication and negotiation/conflict resolution skills complete the essential qualifications.

Desired Qualifications:
Terminal degree in art, art history, or art museum management with at least eight years' experience in art museum management. Candidates should show professional achievement such as: leadership, development, success with fund raising, track record of obtaining grants, strategic planning, and budget planning that speaks to their experience in a university museum setting.

About the Job (Job Description):
The Tweed Museum of Art in the School of Fine Arts at the University of Minnesota Duluth seeks an innovative Director who will build on the museum's traditional strengths, support its efforts toward technological advancement, promote an inclusive museum environment, and continue its commitment to diversifying its collections, exhibitions, and staff. They will strengthen ties with the local academic community and expand the museum's presence by effectively serving as a national and regional representative for the museum and its programs.

This is a full-time, 12-month, continuous-appointment academic professional position offering excellent benefits and a competitive salary commensurate with experience.

Position Responsibilities:
Lead, develop, and direct the short-term and long-term unit strategies supporting museum objectives, ensuring alignment with University goals and policies. Coordinates  with the University to uphold University of Minnesota Duluth policies and standards and maintain a high level of museum best practice and standards.

Experience working with museum governing and/or advisory boards

Provide effective financial management for the museum, developing long-range financial objectives, building the annual budget, bringing the  resources  needed to  mount a robust schedule of exhibitions, programs that serve the University and the community, and provide museum-level care and stewardship of the collection.

Manage budgets which includes allocating resources and monitoring expenses. Forecast unit expenses and provide input or develop assigned budgets.

Initiate and develop new museum programs and processes to facilitate academic and educational missions.

Engage the larger community in support of museums and build effective relationships and community partnerships with local and regional organizations.

Represent the unit on committees and working groups, as well as local, state, and national conferences.

Identify new grants opportunities and oversee grant application and administration process. Oversee the appropriate care for and stewardship of the building and collections.
Supervise three or more professional museum staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining  a healthy and safe  working environment; and making hiring, promotion, reward, termination, and disciplinary decisions.

Modify practices and procedures to improve efficiency and quality; search for better ways to
effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for  keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion required.

The Tweed Museum of Art

Founded in 1950, the Tweed Museum of Art features seven galleries and a diverse permanent collection of over 10,000 works including an important collection of 19th and 20th-century American paintings and 17th to 19th-century European paintings. The museum has a $1.4 million operating budget, a dedicated staff of 9, and an advisory board of community leaders.

We would like to invite you to visit our careers site to complete your application.
Applications must be submitted online.  To be considered for this position, please click the Apply button and follow the instructions.  You will have the opportunity to complete an online application for the position and attach a cover letter and resume.

DIRECTIONS:
1. Select the  link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://hr.myu.umn.edu/jobs/ext/329532

If you are a current employee of our organization please use the following link instead:
https://hr.myu.umn.edu/jobs/int/329532

Please attach the following documents in Word or PDF format (DO NOT copy and paste) .  (1)  Resume .  (2)  Cover letter .  (3)  Names and contact information for three professional references.

Smoking, chewing tobacco and the use of electronic cigarettes is prohibited on all UMD property, including indoor facilities, campus grounds and University vehicles.

If you have started receiving retirement annuity payment from the Minnesota State Retirement System (MSRS) or Public Employees Retirement Association (PERA) your eligibility for this position may be impacted.  Please contact UM Benefits at 1-800-756-2363 for any eligibility limitations.

If you need reasonable accommodation for any part of the application process, please contact a University of Minnesota Access consultant at 612-624-3316.

The University of Minnesota is an Equal Opportunity Educator ad Employer.  Veterans and individual from underrepresented groups are encouraged to apply.

Diversity:

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission.  The University is committed to attracting and retaining employees with varying identities and backgrounds.  The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or  gender expression.   To learn more about diversity at the U:   http://diversity.umn.edu.  The University of Minnesota is an equal opportunity educator and employer.  Veteran and individuals from underrepresented groups are encouraged to apply.

Background Check Information:

Any offer of employment is contingent upon the successful completion of a background check.  Our presumption is that prospective employees are eligible to work here.  Criminal convictions do not automatically disqualify finalists from employment.