



Position: **Director, Museum & Archives**

Department: Museum (Hampton University Museum & Archives)

Date Posted: 06/15/2010

Closing Date: **Until filled**

Description

The Director of the Museum & Archives, who reports to the Provost, is responsible for all aspects of museum operations. He/She manages eight (FTE) employees and has responsibility for fund-raising, budget management, exhibitions, acquisitions, educational programming, conservation and preservation and publications including the *International Review of African American Art*. The Museum and Archives are integral parts of the academic mission of the University and the Director serves on university committees and lends support to the academic programs of the University.

Duties and Responsibilities

The Director assumes management responsibility for all services and activities of the Museum and Archives; develops and implements budgets and strategic plans for the Museum and Archives; serves as the Museum and Archives' primary external contact and spokesperson, including interaction with media, community associations and other constituents; makes recommendations for appointment to staff positions and trains and evaluates staff; has oversight for work of professional consultants; leads in fundraising, grantsmanship and donor management activities.

Requirements

Masters degree required PhD preferred. The ideal candidate should have ten years experience at an advanced level of executive and managerial capacities.

Qualifications

Applicants with an advanced degree in art, history, museum studies or a related field and expertise in African American art and history are preferred. Candidates must demonstrate at least 5 years of strong leadership skills and successful experience in fiscal management, grantsmanship and overall management of a cultural institution. Proven communication and interpersonal skills are required. A familiarity with academic institutions is important as the candidate should be a collaborative leader who can work collegially and effectively throughout the University.

How to Apply

Review of applications will begin immediately and will continue until the position is filled. The compensation package will be commensurate with experience. Interested candidates should submit their curriculum vita, personal contact information, and names of three professional references along with postal and email addresses and telephone numbers electronically to crystal.marable@hamptonu.edu or mailed to:

Crystal Marable
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