



Director of Exhibitions Job Description

Mission:

Rooted in its unique history, The Dairy Barn Arts Center enriches lives and cultivates community through equitable access to the arts.

Position Type: Full-time

Compensation: \$35,000 - \$40,000

Reports To: Executive Director

Diversity Statement:

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

Job Description:

The Director of Exhibitions oversees the exhibition department in its entirety and administers a calendar featuring 3-4 major exhibitions per year plus numerous small exhibitions. This position ensures that all exhibitions are executed at the highest level of professional practice and align with the organization's mission. The ideal candidate will have diverse artistic knowledge and willingness to connect with a variety of local, national, and international art communities.

Qualifications:

- A minimum of an associate degree in museum studies, arts administration, fine art, or a related field of study. Candidates with a bachelor's degree or higher are strongly preferred.
- At least 5 years of experience working in an art-based environment, including but not limited to art centers, museums, galleries, or other art-based nonprofits.
- The capacity to create an open and welcoming environment that is accessible to people of all backgrounds and abilities.
- Experience managing exhibitions, marketing, and a budget is preferred.
- Strong writing and oral communication skills.
- The ability to lift at least 50 pounds of weight and maneuver large objects safely.



Primary Job Responsibilities:

- Work with the Board of Trustees and Executive Director to develop a schedule of exhibitions for The Dairy Barn Arts Center, which will include *Quilt National* biennially.
- Supervise front desk staff, gallery volunteers, and the Quilt National Coordinator.
- Develop, design, and implement exhibition management processes such as calls for entry, jury sessions, exhibition committee meetings, and individual curation.
- Plan and coordinate marketing and outreach strategies for the exhibitions department such as social media posts, Constant Contact emails, website upkeep, exhibition catalogs, and printed materials.
- Manage all touring exhibitions, including exhibition promotion/sales, contract negotiations, and art handling and transportation.
- Plan exhibition opening and closing events, and other exhibitions-based events as needed.
- Develop a departmental budget and manage the department's fiscal goals and expenses.
- Collaborate with the Facility Manager on the installation of all exhibitions.
- Schedule and supervise gallery interns and volunteers to ensure full gallery coverage and a welcoming guest experience.
- Assist as needed and available with other duties as assigned.