

Associate Director - Augusta Savage Gallery

Job no: 522386

<https://careers.umass.edu/amherst/en-us/job/522386/associate-director-augusta-savage-gallery>

Work type: Staff Full Time

Location: UMass Amherst

Department: Fine Arts Center

Union: PSU

Categories: Program Administration/Management, College of Humanities & Fine Arts, PSU B

About UMass Amherst

UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate, and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

About the UMass Fine Arts Center

Since its founding in 1975, the UMass Fine Arts Center has been a central force in the cultural, social, and academic life of the University, the Five College campuses, and the Pioneer Valley of Western Massachusetts. The Fine Arts Center's combination of educational, visual, and performing arts programs not only makes us unique, but it also secures a very vital and necessary position for us to meet the diverse needs of scholars, faculty, students, alumni, and the broader community.

Job Summary

Reporting to the Visual Arts Director, the Associate Director of the Augusta Savage Gallery is responsible for planning, organizing, and directing exhibits and educational programs held at the gallery. Augusta Savage Gallery, located in New Africa House, is a multicultural and multi-arts facility. Its mission is to promote artistic works from a broad spectrum of cultures that enlighten the viewer on such issues as race, ethnicity, class, and cultural identity. Additionally, this position will develop and support opportunities for and engagement with public art exhibitions and community art-making activities across campus.

Essential Functions

- Envision bold and impactful exhibitions that enhance student life and deepens understanding and appreciation of African-American or African diasporic arts and visual culture
- Develop, plan and implement artistic programs for the Augusta Savage Gallery within budget guidelines and in accordance with university policies and procedures. Identify new opportunities to support and develop public art and community art-making activities.
- Support collaborations with UMass faculty, academic departments, Student Affairs, the Five College community, and community partners.
- Create annual budgets, write grant proposals, and be responsible for payments to artists, vendors, curators, and contractors.
- Implement and coordinate activities associated with the Gallery, including receptions and artist talks.
- Collaborate with the Director of Marketing to deliver marketing and publicity for the Gallery.
- Oversee the preparatory duties of the gallery, including transporting, installing, and striking exhibitions.
- Responsible for management of Augusta Savage facilities, office, and staff, including the facility's physical integrity and security.
- Hire, train, teach, and supervise Teaching Assistants (TAs) and student employees in procedures, policies, and professional practices.

Other Functions

- Perform related duties as assigned or required to meet Fine Arts Center goals and objectives.
- Contribute toward creating a positive and respectful workplace defined by personal and professional competence, integrity, and collaboration.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

- Bachelor's degree plus 3-5 years of professional experience in gallery or museum exhibition planning and curation.
- Demonstrated interest and understanding of contemporary art issues in general and in art by African-American and/or African Diasporic artists or cultures specifically.
- Proficiency with Microsoft 365 and Adobe Creative Cloud.

- Experience working with a diverse population of students, artists, and audiences.
- Strong organizational and writing skills.
- Time flexibility is essential; must be able to work nights and weekends.
- Ability to work both independently and as part of a team.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

- MFA in visual arts.
- Experience in a higher education environment and/or administration.
- Supervisory experience.
- Experience with media relations and graphic design and production.

Physical Demands/Working Conditions

- Typical office environment.
- Requires the ability to balance, carry, push, pull, stand, bend, climb reach, sit, twist, and lift.

Work Schedule

- Monday-Friday, 8:30 AM-5:00 PM
- Occasional nights and weekends.

Salary Information

Level 26

[PSU Hiring Ranges](#)

Special Instructions to Applicants

Please apply online and provide a cover letter, resume, and contact information for three (3) professional references. Search will remain open until a suitable candidate pool has been identified.

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, caste, creed, sex, age, marital status, national origin, disability, political belief or affiliation, pregnancy and pregnancy-related condition(s), veteran status, sexual

orientation, gender identity and expression, genetic information, natural and protective hairstyle and any other class of individuals protected from discrimination in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

Advertised: Feb 12 2024 Eastern Standard Time

Applications close: May 12 2024 Eastern Daylight Time