**CANAJOHARIE LIBRARY AND ARKELL MUSEUM**

JOB DESCRIPTION

Museum Director / Chief Curator

The Museum Director – Chief Curator (MD-CC) serves as both the Director and Chief Curator for the museum. The MD-CC holds a co-directorship of the institution with the Library Director. The MD-CC’s primary responsibilities are the advancement of the institution and the fulfillment of its mission, and for all operational and general administrative functioning. The MD-CC reports directly to the Board of Trustees.

**Responsibilities:**

Management:

* Know thoroughly the Arkell Museum, its collections, history, culture, operations and constituents.
* Work with the Board of trustees to develop long-range and strategic plans and annual budget
* Lead fundraising activities to achieve both operating and program support through such means as memberships, donations and sponsorships.  Write grants to foundations and granting organizations, and work with the board of trustees to solicit individual donors, corporate sponsors.
* Oversee and manage the day-to-day operations of the Museum
* Oversee and manage Buildings and Grounds and Security
* Market museum activities through paid ads, press releases, mailings, website and other new and traditional media.
* Develop partnerships with other museums, community groups etc.
* Be a public voice for the museum and be active in the community and with other museum organizations.

Curatorial:

* Oversee Collection Management and conservation treatments.
* Meet with the Collections Committee to review loans requests and acquisitions
* Generate exhibitions for the public through a variety of means—in-house curated, through partnerships and rentals
* Conduct research on the collections and develop museum publications
* Oversee Rights and Reproduction program and the loan of art to other museums

Museum Education:

* Oversee and conduct research of collection with the intent to share with academic and general audiences through multiple methods
* Present Gallery talks
* Train Docents to give Museum Tours to adults and children
* Develop programs for museum visitors (adults, families and children)

**Desirable education and experience:**

* A Master’s Degree in art, art history, museum studies, or a related discipline.
* A familiarity with 19th and 20st century American Art.
* At least five years of experience in progressively senior positions at an art museum, academic institution or other non-profit arts organization.
* Extensive museum experience, current on museum trends, such as on audience engagement, public programming, and fundraising.
* Contacts in the art world are desirable to leverage loans, exhibitions, or gifts.