

The Clark Art Institute

Position Title: Sylvia & Leonard Marx Director of Collections & Exhibitions

Position Type: Full-Time

FLSA Classification: Exempt

Grade: 19E

Department: Collections and Exhibitions

Reports to: Deputy Director/Chief Curator

Date Reviewed: May 2025

Position Summary

Reporting to the Deputy Director and Robert and Martha Berman Lipp Chief Curator, the Director of Collections and Exhibitions (DoC&E) oversees the division of Collections, Exhibitions, and Publications, consisting of the departments of Exhibition Planning, Exhibition Design Management, Registration and Art Preparators, Studio Photography, and Publications. The DoC&E will play a key role in the exhibition planning of the [recently acquired](#) Aso O. Tavitian Collection, and will be centrally involved in shaping the vision and planning for the Clark's forthcoming new Tavitian wing. With the Deputy Director and the Director, leads planning process for establishing the schedule of exhibitions; develops and manages short- and long-term budgets for the Exhibition program, and oversees administration of all special exhibitions; oversees coordination of the care, exhibition, and acquisition of the art collections in accordance with establish policies; oversees updates to these policies for review by the Board of Trustees; supervises a team of fourteen full-time staff members in the departments of Collections and Exhibitions, Publications, and Photography, including chief registrar, publications manager, two exhibition project managers, exhibition design manager, studio photographer, and other departmental staff; serves on the directors' group and other institutional teams as assigned; and develops and maintains contacts with donors, patrons, lenders, and professional colleagues.

Major Duties and Responsibilities (Essential Functions)

- In close collaboration with the Deputy Director/Chief Curator, develop the Institute's special exhibitions program; manage or oversee management of exhibitions organized by the Clark, including contract development and negotiation with organizational partners, guest curators, designers, artists, and others; secure high-level exhibitions organized outside the Clark or co-organized with the Clark; develop, recommend, and implement approved exhibition budgets; work with colleagues in multiple departments to guide exhibition development and implementation; travel as needed to develop and negotiate contracts with partner organizations, guest curators, artists, and venues, and to assist in the curatorial shaping of projects; maintain network of contacts in museums worldwide, in part through participation in the International Exhibition Organizers and American Exhibition Organizers groups.
- Supervise staff positions in exhibition project management and exhibition design management; meet regularly with these staff to ensure regular planning meetings are held for each project and for the entire exhibition program; keep abreast of planning needs for each project and lead discussions on planning, scheduling, and problem resolution related to exhibition program.
- Work with team to identify and utilize tools to optimize efficient exhibition planning, such as HIVE.
- Working with the Chief Curator and Chief Registrar, establish the Institute's collection management priorities, policies, and procedures, to protect, present, and enhance the

Institute's collection; ensure the Collections Management Policy is reviewed and approved by the Board of Trustees from time to time to reflect any needed updates; oversee activities and procedures that ensure compliance with the collection management program; oversee the care and conservation of the collection in accordance with generally accepted standards.

- Oversee department of Publications, working with Publications Manager to ensure the department meets institutional goals for publishing, and that such goals are established in alignment with available staff and resources.
- Develop, recommend, and monitor operating/capital budgets for Collections and Exhibitions departments and consult with Publications Manager on the development of budgets for the Publications department and the Photographer for the Studio Photography department; develop, recommend, and monitor all special exhibition budgets through fund 234, representing total annual expenditures of \$1.5 million or more, depending upon program and available resources.
- Manage position of studio photographer and ensure collections, exhibition installation, and other photography needs are managed efficiently.
- Develop a competent, well-trained, properly structured, and highly motivated divisional staff capable of achieving Institute goals; establish and communicate performance standards and provide staff with timely, constructive feedback; foster a commitment to work collaboratively and inclusively with other units of the Institute.
- Cultivate relationships with art collectors, patrons, donors, and others who can help advance the Clark's mission, meet regularly with Advancement and assist in planning and implementation of fundraising activities.
- Assist with preparations for quarterly Museum Program Committee Trustee meetings, working with Chief Curator collaboratively to draft meeting materials, (reports, recommendations, agendas), help prepare for art displays and PowerPoint presentations related to these meetings, meet in advance with the Chief Curator and chair/s of the Museum Program Committee to plan meeting agendas, attend and participate in conducting meetings.
- Stay current with developments in the field and participate in professional organizations and meetings to understand and, as appropriate, incorporate trends and new approaches.
- Serve on the director's group and other institutional teams as assigned and participate in Institute-wide activities and initiatives as required in a senior staff capacity.
- Other duties as assigned.

Minimum Qualifications

Education, Training, and Skills

- Bachelor's degree required; master's degree in a relevant field (art history, museum studies, etc.) preferred.

Work Experience

- Minimum of 7 years' relevant experience required.
- Supervisory experience required, as is experience preparing and managing budgets, and working with living artists.
- Advanced exhibition project management experience including managing project teams, schedules, budgets, installations, and logistics.
- Advanced knowledge of contemporary art exhibition and installation methods.

- Authority on best practices in museum policies and standards including registration, exhibition and display standards, fine art packing and shipping, insurance, art handling, condition reporting.
- Experience drafting and negotiating contracts.
- Experience with contemporary art commissions.
- Experience managing and negotiating with vendors and contractors.
- Motivating, generous, transparent leader who can work well in a team environment, providing leadership, direction and guidance.
- Demonstrates a strong commitment to: developing exhibitions that reflect a broad range of perspectives; ensuring equal opportunity access to museum experiences; and collaborating with a broad range of artists, scholars, and communities.
- Ability to hire, train, and supervise employees including organizing, prioritizing and scheduling work assignments.
- Highly organized and extremely detailed-oriented professional able to manage complex and competing priorities.
- Demonstrated ability to communicate effectively and diplomatically and to work effectively with a wide range of constituencies.
- Ability to be proactive, use independent judgment and initiative, and work well under pressure
- Diplomatic and skilled negotiator.
- Flexible and creative problem solver.

Salary Range

The salary range for this position is \$160,000 – \$170,000/yr.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands:
 - Ability to sit at a desk/workstation and use a computer for prolonged periods of time.
 - Ability to stand for up to four hours.
 - Ability to bend and reach.
- Work Environment:
 - Work will be performed in an office environment and museum spaces.
 - The noise level in the work environment is usually low to moderate.

Applications, Inquiries, and Nominations

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the

Isaacson, Miller website: <https://www.imsearch.com/open-searches/clark-art-institute/director-collections-and-exhibitions>.

Ryan Leichenauer
Harley Bartles
Isaacson, Miller

Employment at the Clark is contingent on the verification of background information submitted by the applicant.

The Clark is an equal opportunity employer, and is committed to the principles of [diversity, equity, inclusion, and accessibility \(DEIA\)](#). We strongly encourage applications from individuals from all identities and backgrounds.

The Clark provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or transgender status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

The Clark considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.