

## Director of Curatorial Affairs- Job Posting

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time Director of Curatorial Affairs.

The Director of Curatorial Affairs is a senior leadership role responsible for overseeing the Museum's integrated exhibitions and educational initiatives, public programs, and exhibition curation. This position emphasizes scholarship and education, requiring experience in curating exhibitions with strong learning components and managing a team of full-time curators and educators, as well as guest or temporary curators and teachers. The Director will collaborate with the Museum's Gabriele Haberland Director to develop the overall vision and direction of the curatorial department and will be directly responsible for supervising the department.

A key focus of this role is driving the production of scholarly exhibitions aligned with the Museum's primary focus areas: Chicago Imagism, American Regionalism, Modern and Contemporary North American prints from the USA and Mexico, and contemporary photography. Additionally, a key aspect of this role is the ability to engage with diverse learning populations and audiences, necessitating demonstrable experience working across various language groups, cultural backgrounds, experience levels, abilities, and interest levels.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

### Essential Duties and Responsibilities

- **Strategic Leadership:** Collaborate with the Gabriele Haberland Director to develop and implement a comprehensive curatorial vision and department plan that integrates multiple ways of learning and engaging with compelling exhibitions. Lead regular department assessments using the department plan as a rubric and manage change when necessary.
- **Exhibition Curation:** Oversee the planning, development, and execution of exhibitions that emphasize educational components and engage diverse audiences. Directly curate 1–2 exhibitions yearly.
- **Educational Initiatives:** Lead the development and implementation of educational programs and public engagement strategies that emphasize a collaborative and visitor-focused exploration of exhibition content.

- **Team Management:** Supervise and mentor a team of full-time curators and educators, as well as guest or temporary curators and teachers, fostering a collaborative and inclusive work environment.
- **Audience Engagement:** Develop and implement strategies to engage diverse audiences, ensuring accessibility and inclusivity in exhibitions and programs across a broad spectrum of arts literacy.
- **Community Collaboration:** Establish and maintain partnerships with community organizations, educational institutions, and cultural groups to enhance the Museum's outreach and impact.
- **Budget Management:** Oversee the curatorial department's budget, ensuring effective allocation of resources to support exhibitions, programs, and initiatives.
- **Research and Scholarship:** Promote and conduct scholarly research to inform exhibitions and programs, contributing to the Museum's reputation as a center for learning and cultural enrichment.

#### **Qualifications (Education, Experience, Skills, Certifications, Licenses)**

- **Education:** Master's degree in Art History, Museum Studies, Education, or a related field.
- **Experience:** Minimum of five years of experience in curatorial roles with a strong emphasis on educational programming and public engagement. Proven experience managing teams and working with diverse audiences.
- **Skills:** Strong leadership, organizational, and communication skills. Proficiency in project management and the ability to manage multiple priorities effectively.
- **Knowledge:** In-depth understanding of museum best practices, curatorial methodologies, and educational strategies. Familiarity with accessibility standards and inclusive programming.
- **Abilities:** Ability to work collaboratively with internal and external stakeholders. Commitment to fostering an inclusive and equitable environment for staff and visitors.

#### **Qualifications (Education, Experience, Skills, Certifications, Licenses)**

- Must possess a valid driver's license.
- Availability to work evenings and weekends as required for exhibition schedules and installations, special events, tours, and travel.
- Must be detail-oriented, trustworthy, and reliable with excellent organizational and communication skills (both oral and written). Must be able to multitask and work well under pressure and with frequent deadlines.
- Ability to establish and maintain positive working relationships with others, both internally and externally, and to work independently and in a team.
- Passion for the Madison Museum of Contemporary Art's mission and commitment to organization's stated values.

- Manifest a people-first professional practice with a museum that defines itself as a community.
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.

### **Work Environment and Job Specifications**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Perform work in an office environment
- Requires ability to lift and carry objects/equipment weighing up to 25 pounds.
- Occasionally at heights, using ladders, hydraulic lift, and scaffolding.
- Bending, kneeling, standing, walking, and climbing.
- Regular work under time-sensitive conditions, with interruptions and changing priorities.
- Frequently move around the facility and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Occasional travel for courier duties, meetings, and conferences.

### **Compensation and Benefits**

The salary range is \$79,000–\$82,000 annually. Benefits for full-time MMoCA employees include fully paid health insurance, generous Paid Time Off (PTO) and Paid Holidays, Madison Metro Commuter Card, free admission to other museums, and immediate retirement plan match.

### **How to Apply**

Candidates are asked to submit a resume, cover letter, and three professional references including at least one former supervisor to [hr@mmoca.org](mailto:hr@mmoca.org). Application review will begin immediately upon receipt. This position will remain open until filled, with applications being screened as they are submitted. The first round of phone interviews is scheduled to begin on February 24, followed by onsite visits during the week of March 10. The anticipated start date for this position is May 1, 2025.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and

selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.