Director, Wittliff Collections

Job Code 50013923

**General Description**
Responsible for providing creative leadership, direction, and development of the Wittliff Collections, including staff hiring, fundraising, in-house publications, public programming and book series for both collections.

**Examples of Duties**
- Provide budget management.
- Conduct acquisitions research.
- Oversee marketing and internal publications.
- Prepare active schedule of exhibitions and public events.
- Develop, lead and evaluate short range strategic planning for the Wittliff Collections.
- Facilitate the work of the Collections Advisory Board.
- Prepare statistical and narrative data for state and federal agencies, and all other necessary organizations.
- Serve on the Library Council and perform special projects for Assistant Vice President-University Library.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities**

**Knowledge of:**
- basic mathematics; the theory and practice of the discipline; Southwestern literature, photography, and the arts of the region; Spanish; project management principles.

**Skill in:**
- writing descriptive text; techniques applicable to budgets and fundraising; leadership and managerial conduct; communicating effectively with groups of various sizes; publication and editorial tasks.

**Ability to:**
- read complex business documents; work under pressure; explain ideas, concepts, problems, policies and instructions; set rigorous standards and inspire others to achieve them; develop and sustain relationships within the university and a range of external constituencies; competently utilize the Collections Policies and Procedures Manual; effectuate the SWWC Mission Statement, PhotoCol Mission Statement and Collections Vision Statement.
Experience and Education
To qualify for this classification, an individual must possess a Master’s degree in a discipline relevant to the Collections’ mission and any experience that would likely produce the required knowledge, skills, and abilities.

Other Requirements