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