Bemidji State University invites applications for the position of:

Art Gallery Director

**MSUAASF JOB POSTING**

*** EXTENDED ***

**OPENING DATE:** October 28, 2019

**CLOSING DATE:** EXTENDED until Tuesday, December 10, 2019 at 11:59 p.m.

**APPOINTMENT DATE:** January 7, 2020

**SALARY:** Depends on Qualifications; Range C

**JOB TYPE:** Part-time Probationary; Academic Year (Approx. August 15th – May 15th)

**LOCATION:** Talley Art Gallery and Gallery X (on the BSU campus) and the Bemidji State University Harlow|Kleven Gallery (at the Watermark Art Center)

**POSITION PURPOSE:**
The Gallery Director will be responsible for three university galleries: the Talley Gallery, Gallery X, and the Bemidji State Harlow | Kleven Gallery at the Watermark Art Center. In addition, this position will be responsible for the management and care (with the knowledge and expertise in museum/collections best practices) of the Harlow (ceramics) and Kleven (print) collections which have been appraised at over a million dollars. These donated collections are an extremely valuable asset to Bemidji State University, Minnesota State and the state of Minnesota. Generally speaking, this position will execute the implementation, coordination, and organization of visual arts exhibitions and related arts programming for Bemidji State University students, faculty, staff and the greater arts community.

The Director must be able to meet the physical requirements of the position, which include the lifting, carrying, shipping preparation, and installation of exhibition artworks. This may also include the use of appropriate tools and equipment to facilitate the execution of these tasks.

**RESPONSIBILITIES:**
1. Direction, administration and management
   - Recruit and process applications from potential visiting scholars.
     - Maintain and strengthen the collaborative visual arts relationships between Bemidji State and the greater visual arts community.
     - Management of all BSU galleries (Talley Gallery and Gallery X) and the BSU Gallery at the Watermark Art Center.
     - Management of Harlow Ceramics Collection and the Kleven Print Collection (valued at over a million dollars).
     - Formulation and tracking of budgets and contracts.
     - In consultation with the university selection committee, conduct national search for artists to apply for shows at the Talley and Watermark galleries, screen artist applications and select artists to exhibit their work.
     - Collaborating with the School of Technology, Art & Design faculty and students on student exhibitions.
• Maintain an accurate inventory of the Harlow Ceramics Collection and the Kleven Print Collection.
• Implement and maintain archival management and storage of Harlow and Kleven collections.
• Serve as a liaison between the AIRC’s Native American collection expert and the Watermark Art Center.
• Contract negotiations with artists  
  **Percent of time**: 40%

2. Research, strategic planning, and strategic execution  
• Designing and executing promotional materials for exhibits, student workshop activities, and other visual arts events and activities.
• Work with other campus faculty and staff to coordinate implementation of the gallery shows in various curriculums like science, technology, art, math, design, humanities, philosophy, etc.
• Implement all aspects of exhibit installation and dismantling following ADA and Best Practice guidelines.
• Maintain gallery spaces including patching drywall, repainting, care and maintenance of gallery pedestals/display furniture.
• Shipment and handling of artwork
• Research and remain current in museum and collections best practices and management.
• Collaborate with the President’s and Provost’s offices in an effort to create exhibitions that are relevant to current topics related to BSU, education, or the current regional political and educational environment
• Arrangement of workshops and lectures of visiting artists.
• Curatorial responsibilities of researching and selection of art around exhibit themes.
• Prepare artwork from both the Harlow and Kleven campus collections for showing at the Watermark. This includes matting, framing and transportation to and from the Watermark, while implementing best practice standards.
• Conduct local, regional and national searches for artists to apply for shows at the BSU Watermark Harlow | Kelven and Talley Galleries.
• Work with the Watermark Art Center Board as it relates to the BSU Watermark Harlow | Kelven Gallery exhibitions and the Watermark mission.  
  **Percent of time**: 40%

3. Promotion, public relations and communication  
• Designing, writing and executing promotional materials for exhibits and events.
• Collaborate with BSU Communications Office in determining appropriate marketing and promotional material.
• Be the voice of all thing BSU visual arts galleries and collections
• Work with the Watermark Art Center Board as it relates to the BSU Watermark Harlow | Kelven Gallery and the public relations.  
  **Percent of time**: 15%

4. Supervision  
• May serve as mentor to studio arts students as the execute their senior art exhibition in Gallery X.
• Supervise student workers who will monitor and secure the gallery during open hours, assist with installation of artworks for the execution of the exhibitions.  
  **Percent of time**: 5%

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)  
• Master’s degree in Art related field
• 3 – 5 years of experience working directly with museums and collections

PREFERRED QUALIFICATIONS:
• Evidence of excellent cross-cultural communication skills (written and oral)
• Demonstrated ability to work successfully with a diverse population of students, faculty, staff, and external parties
• Ability to occasionally work weekends and/or evenings to execute exhibitions according to the exhibition opening date.

OTHER CONSIDERATIONS:
• All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
• Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF), which can be found at http://www.msuaasf.org/wp-content/uploads/2018/07/ASF-Contract-2017-2019.pdf
• Official transcript(s) must be provided to Human Resources upon hire.
• In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
• BSU and NTC are tobacco free workplaces (see policy)

SALARY
• This is a Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) Range C position with minimum salary starting at $43,138. Salary is commensurate with education and experience and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnState) and the MSUAASF organization.
• For more information on initial salary placement for MSUAASF http://www.minnstate.edu/system/hr/compensation/initialSalaryPlacement1.html

Apply online: https://bemidjistate.peopleadmin.com/

A complete application will include the following attachments:
• Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
• Resume/Curriculum Vitae.

If you have questions about the position, contact Steve Sundahl, Search Committee Chair, at steven.sundahl@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of
activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: http://www.bemidjistate.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

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