



10/10/11

POSITION DESCRIPTION
DIRECTOR
MUSEUM OF CONTEMPORARY ART DETROIT

ORGANIZATION

THE MUSEUM OF CONTEMPORARY ART DETROIT (MOCAD) IS AN INDEPENDENT, PRIVATELY AND PUBLICLY FUNDED MUSEUM IN THE CITY OF DETROIT WHOSE MISSION IS TO PRESENT ART AT THE FOREFRONT OF CONTEMPORARY CULTURE. MOCAD IS RESPONSIVE TO THE CULTURAL CONTENT OF OUR TIME, FUELING CRUCIAL DIALOGUE, COLLABORATION AND PUBLIC ENGAGEMENT. FOUNDED IN 2005, THE MUSEUM IS A NON-COLLECTING INSTITUTION DEDICATED TO CULTIVATING AWARENESS OF LOCAL, NATIONAL AND INTERNATIONAL ART BY PRESENTING AN AMBITIOUS AND MULTIDISCIPLINARY SERIES OF EXHIBITIONS AND PUBLIC PROGRAMS. THE EDUCATION AND PUBLIC ENGAGEMENT DEPARTMENT, IN DIALOGUE WITH THE EXHIBITIONS, ACTIVATES THE MUSEUM AND SURROUNDING ENVIRONS AS SITES FOR INVESTIGATION AND EXPERIMENTATION.

LOCATION

MOCAD IS LOCATED IN DETROIT'S VIBRANT CULTURAL CENTER HISTORIC DISTRICT JUST A COUPLE OF MILES FROM THE HEART OF THE DOWNTOWN. NEIGHBORING INSTITUTIONS AND ORGANIZATIONS INCLUDE THE DETROIT INSTITUTE OF ARTS, WAYNE STATE UNIVERSITY, COLLEGE FOR CREATIVE STUDIES, CHARLES H. WRIGHT MUSEUM OF AFRICAN AMERICAN HISTORY, THE DETROIT SYMPHONY ORCHESTRA, N'NAMDI CENTER FOR CONTEMPORARY ART, ALLIED MEDIA PROJECTS AND EAST MICHIGAN ENVIRONMENTAL ACTION COUNCIL. THE NEIGHBORHOOD IS ALSO HOME TO ART GALLERIES, CAFES, LOCAL SHOPS AND COMMUNITY GARDENS.

FACILITY

THE 22,000-SQUARE-FOOT BUILDING, A FORMER AUTO DEALERSHIP BUILT IN THE EARLY 20TH CENTURY, HAS BEEN SIMPLY RENOVATED TO MAINTAIN ITS HISTORIC CHARACTER. THE RAW AND FLEXIBLE SPACE IS WELL SUITED TO THE EXHIBITION OF CONTEMPORARY ART. MOCAD ALSO PRESENTS REGULAR PUBLIC PROGRAMS IN A 3,000-SQUARE-FOOT AREA, WHICH SHARES SPACE WITH A CAFE. THE BUILDING WILL UNDERGO A RENOVATION IN THE NEAR FUTURE.

THE POSITION

THE MUSEUM IS NOW IN ITS FIFTH YEAR AND HAS ESTABLISHED AN INTERNATIONAL REPUTATION FOR PRESENTING IMPORTANT CONTEMPORARY ART FROM THE UNITED STATES AND OVERSEAS. THE DIRECTOR'S POSITION IS A FORMATIVE ONE, AFFORDING THE OPPORTUNITY TO BUILD ON MOCAD'S SUCCESSES AND CONTINUE MAKING A SIGNIFICANT IMPACT ON THE COMMUNITY. WHILE THE MUSEUM HAS ESTABLISHED ITSELF AS AN ANCHOR WITHIN THE REGION, THERE IS STILL MUCH GROWTH TO COME; HENCE, A DIRECTOR WITH VISION, SOMEONE WHO FINDS CHANGE EXCITING, IS CRITICAL. THE DIRECTOR MAKES ALL PROGRAM DECISIONS, INCLUDING CURATING ONE EXHIBITION PER YEAR, AND IS IN CHARGE OF THE FINANCIAL AND FUNDRAISING EFFORTS. AN EQUALLY

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INTEGRAL COMPONENT OF THIS JOB IS THE LEADERSHIP OF A DEDICATED STAFF. CURRENT EMPLOYEES INCLUDE A DEPUTY DIRECTOR AND NINE FULL-TIME STAFF, AS WELL AS PART-TIME STAFF, INTERNS AND VOLUNTEERS. THIS POSITION REPORTS TO THE BOARD AND ITS EXECUTIVE COMMITTEE.

DUTIES AND RESPONSIBILITIES

- SERVES AS THE KEY SPOKESPERSON FOR THE MUSEUM
- PROVIDES DIRECTION, FORMULATES AND EXECUTES PLANNING TO ENSURE APPROPRIATE LEVELS OF GROWTH AND SUCCESS
- OVERSEES THE INSTITUTIONAL AND DEPARTMENTAL BUDGETS, KEEPING ALL ACCOUNTS STABLE AND IN CHECK
- PROVIDES LEADERSHIP AND DIRECTION FOR A COMPREHENSIVE FUNDRAISING CAMPAIGN
- WORKS CLOSELY WITH THE BOARD AND COMMITTEE MEMBERS, ENGAGING THEM IN MUSEUM ACTIVITIES
- PLANS, DEVELOPS AND DIRECTS OPERATIONAL ACTIVITIES OF THE MUSEUM WITH THE DEPUTY DIRECTOR, WHO IS IN CHARGE OF DAY-TO-DAY OPERATIONS
- OVERSEES OUTREACH ACTIVITIES DIRECTED AT BROADENING THE MUSEUM'S EXPOSURE AND REPUTATION
- CONCEIVES OF, RECRUITS AND CONTRACTS WITH GUEST CURATORS FOR ONGOING SHOWS AND EXHIBITIONS. CURATES EXHIBITIONS, MOST LIKELY ONE PER YEAR
- OVERSEES EXHIBITIONS, PROGRAMMING, EDUCATION AND PUBLICATIONS
- ACTIVELY SEEKS AND ENCOURAGES COLLABORATIONS AND PARTNERSHIPS WITHIN THE LOCAL COMMUNITY AND INTERNATIONALLY; POTENTIAL PARTNERS INCLUDE CULTURAL, EDUCATIONAL OR OTHER RELEVANT ORGANIZATIONS OR INSTITUTIONS, WHERE PRACTICAL AND DESIRABLE
- COMMUNICATES MOCAD'S VISION, MISSION, VALUES AND PROGRAMS INTERNALLY AND EXTERNALLY

QUALIFICATIONS

- PASSION FOR AND WORKING KNOWLEDGE OF THE CONTEMPORARY ART WORLD
- MUSEUM, GALLERY OR RELEVANT MANAGEMENT AND ADMINISTRATIVE EXPERIENCE REQUIRED
- UNDERSTANDING AND EXPERIENCE WORKING WITH A BOARD OF DIRECTORS
- DEMONSTRABLE FUNDRAISING SUCCESS IN THE NON-PROFIT SECTOR, ESPECIALLY WITH SUBSTANTIAL FOUNDATION GRANTS, MAJOR INDIVIDUAL GIFTS AND CORPORATE SPONSORS
- SUCCESS IN CULTIVATING AND BUILDING RELATIONSHIPS WITH A VARIETY OF CONSTITUENTS INCLUDING MAJOR DONORS, INDIVIDUALS COMMITTED TO THE MUSEUM'S MISSION, OTHER CULTURAL INSTITUTIONS, ACADEMIC INSTITUTIONS, CIVIC, CORPORATE AND POLITICAL LEADERS
- CURATORIAL EXPERIENCE IN CONTEMPORARY ART
- BACHELOR'S DEGREE IN ART HISTORY, FINE ART OR MUSEUM STUDIES REQUIRED, M.A. PREFERRED -OR- BACHELOR'S/MASTER'S DEGREE IN BUSINESS ADMINISTRATION WITH A DEMONSTRABLE UNDERSTANDING OF CONTEMPORARY ART AND NON-PROFIT INSTITUTIONS
- FAMILIARITY WITH ONE OR MORE LANGUAGES HELPFUL
- EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS
- EXCELLENT ORGANIZATIONAL ABILITIES
- EXCELLENT INTERPERSONAL SKILLS
- DESIRE/ABILITY TO WORK ON A TEAM

DEADLINE

PLEASE APPLY AS SOON AS POSSIBLE. THE REVIEW OF CREDENTIALS WILL BEGIN IMMEDIATELY, AND WILL CONTINUE UNTIL THE POSITION IS FILLED.

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CONTACT

NOMINATIONS AND EXPRESSIONS OF INTEREST, INCLUDING CURRICULUM VITAE, SHOULD BE SENT IN CONFIDENCE TO REBECCA MAZZEI, DEPUTY DIRECTOR + SPECIAL PROJECTS, MUSEUM OF CONTEMPORARY ART DETROIT, 4454 WOODWARD AVENUE, DETROIT, MICHIGAN 48201, OR EMAIL IT TO [RMASSEI@MOCADETROIT.ORG](mailto:rmazzei@mocadetroit.org). FOR MORE INFORMATION ON MOCAD, VISIT WWW.MOCADETROIT.ORG. PLEASE INQUIRE ABOUT SALARY AND BENEFITS. NO PHONE CALLS PLEASE.

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