

**POSITION OPENING**

**DIRECTOR, ANDERSON GALLERY**

**Position description:**

The Department of Art and Design at Drake University seeks a Director for the Anderson Gallery beginning August 1, 2016. The Gallery Director will collaborate with the Art and Design faculty and the Gallery Committee in planning and implementing exhibitions and related events. Primary responsibilities include overseeing and installing exhibitions, maintaining gallery facilities, directing community outreach, and supervising and training student employees. Additional responsibilities include seeking grant funding, managing the gallery budget, coordinating with the design director on gallery publications, and teaching one introductory course per year. This 10-month appointment (August 1 to May 31) requires a flexible schedule allowing for occasional evening and weekend hours. For more information on the gallery, see <https://theandersongallery.wordpress.com>. For more information about the duties of the director, see <https://drake.hiretouch.com/>.

**Required Qualifications**:

BA, BFA, MA, or MFA degree in art history, studio art, or design; excellent verbal, writing, and interpersonal skills; experience with Microsoft Office, social media outreach, and maintaining website; experience with proper care and handling of artworks.

**Preferred Qualifications:**

Degree or coursework in art history; familiarity with Adobe Creative Suite.

**Application Requirements:**

All applicants must apply online through Hire Touch at <https://drake.hiretouch.com/>. They will be required to submit a cover letter, resume, and list of three professional references with current email addresses and phone numbers. **Application deadline for full consideration: April 11, 2016. Review will continue until position is filled.**

*Drake is an equal-opportunity employer and actively seeks applicants who reflect the diversity of the nation. No applicant shall be discriminated against on the basis of race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation, genetic information, or veteran status.*