



VCU

Museums and Fine Arts Job Summaries

Job Code	Job Title	University Job Summary
28416 28415 28414 28413 28412 28411	Director, Museums and Fine Arts	<p>Directors typically provide operational management for one or more fine arts programs to facilitate and support the integration of fine arts across the academic units of the university with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
28326 28325 28324 28323 28322 28321	Manager, Museums and Fine Arts	<p>Managers serve as operational managers responsible for one or more fine arts program and/or function within the ICA, a gallery, an academic school, department, or auxiliary program. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>



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28316 28315 28314 28313 28312 28311	Theatre Manager	<p>Theatre Managers serve as operational managers for one or more university theatres providing administrative and operational oversight for daily operations. They are typically responsible for supervision and development of a team of staff as well as development and implementation of new services. They may also be responsible for managing regular and special event ticket operations; providing ticket services to those sponsoring and attending activities; hiring and training staff; conferring with event sponsors concerning ticket needs; preparing and supervising the mailing of ticket information; addressing customer service issues; address building maintenance needs; maintaining control of money and tickets, and preparing audit statements. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact and influence service delivery. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>Senior Theatre Managers possess greater knowledge of operational and technical tasks related to the theatre, distinguishing them from Theatre Managers. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
28916 28915 28914 28913 28912 28911	Administrator, Museums and Fine Arts	<p>Administrators provide administrative management of one or more museum, gallery or fine arts services within a specific functional area of fine arts or within an academic school, department, or auxiliary program. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
28266 28265 28264 28263 28262 28261	Curator	<p>Curators provide professional curator services for the university's Institute for Contemporary Art (ICA), a fine arts museum or gallery. They are responsible for the daily administration of curatorial services including: research and acquisition; conservation; documentation; planning and execution of exhibits; transportation, storage, and care of exhibit items. They typically serve as a liaison to collaborate across internal departments to achieve overall strategic goals. They exercise independent judgement for complex issues while referring</p>



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		<p>unprecedented issues to a higher level. They may serve as a resource to lower level staff. Curators typically report to a director or senior leadership.</p> <p>Senior Curators are distinguished from Curators by their greater knowledge of the curatorial profession; the complexity of assigned projects; their ability to identify options and develop solutions for unique or unprecedented situations; their greater decision-making authority; and their judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are recognized as a resource for others, participating in mentoring, coaching and training.</p>
28256 28255 28254 28253 28252 28251	Curatorial Assistant	<p>Curatorial Assistants provide curatorial and research support to curatorial professionals in the university's Institute for Contemporary Art, a fine arts museum or gallery. They are responsible for assisting the curator in developing and providing educational programs and general program coordination support. They may also assist in researching guest lectures and visiting artists. They are typically responsible for: coordinating events and exhibitions; researching artists, performers or collections for exhibition or publication; coordinating staff or volunteers; assisting with records of acquisitions, exchanges, or loans; providing research and writing support. They serve as a liaison to both internal and external stakeholders. They exercise independent judgement for routine to moderately-complex issues while referring unprecedented issues to a higher level. Curatorial Assistants typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Curatorial Assistants are distinguished from Curatorial Assistants by their greater knowledge of curatorial practices; the complexity of assigned projects; their ability to identify options and develop solutions for unique or unprecedented situations; their greater decision-making authority; and their judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are recognized as a resource for others, participating in mentoring, coaching and training.</p>
28246 28245 28244 28243 28242 28241	Producer/Director, Museums and Fine Arts	<p>Producers/Directors provide technical support for VCU theatre productions. They are typically responsible for the execution of all technical aspects of productions and may provide expertise, training, and direction to staff, faculty, students, and renters using the space. They may serve as a liaison to build mutually beneficial relationships between university departments. They exercises independent judgment for moderately complex issues while referring unprecedented issues to a higher level for resolution. They may serve as a resource for less experienced support staff and student workers. Producer/Directors typically report to a director.</p> <p>Senior Producers/Directors possess greater knowledge of the producing/directing profession, distinguishing them from Producers/Directors. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
28116 28115 28114 28113 28112 28111	Museums and Fine Arts Coordinator	<p>Museum and Fine Arts Coordinators perform a wide variety of administrative, logistical, operational, and technical tasks related to the university's Institute for Contemporary Art, a fine arts museum or gallery. They may coordinate and manage day-to-day program and administrative operations such as guest tours, classes, field trips and other educational activities offered to patrons. They may serve as a liaison build mutually beneficial relationships between university departments and the public. They may work independently</p>



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		<p>or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Museum and Fine Arts Coordinators typically report to a manager or director.</p> <p>Senior Museum and Fine Arts Coordinators possess greater knowledge of operational and technical tasks related to museum and fine arts operation, distinguishing them from Museum and Fine Arts Coordinators. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>