



JOB DESCRIPTION:	McCray Gallery Director		
DEPARTMENT:	Cultural Affairs		
REPORT TO:	Director of Cultural Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR	325000	DATE APPROVED:	14-APR-2023
CLASSIFICATION:		DATE MODIFIED:	19-MAY-2026

SUMMARY: The Gallery Director and Permanent Collection Manager is responsible for the overall operation, curation, and management of the university's art gallery and permanent collection. This position plays a vital role in exhibition planning, collection stewardship, community engagement, marketing, fundraising, and administrative oversight. The Director fosters collaborations with faculty, students, artists, and external partners to enhance the gallery's role as a cultural and educational resource.

DUTIES: RECOMMENDATIONS

1. Plan, curate, and coordinate exhibitions, educational programming, and related events in collaboration with Cultural Affairs, Expressive Arts Department, faculty, students, artists, and community partners.
2. Oversee gallery operations including exhibition scheduling, installation, artist coordination, contracts, interpretation, and facility-related needs.
3. Develop and support educational and public programming that promotes student learning, research, cultural enrichment, and community engagement.
4. Coordinate the Edwina & Charles Milner Women in the Arts Lecture & Exhibit Series and other special initiatives.
5. Manage and preserve the university's permanent art collection in accordance with professional museum and gallery standards.
6. Oversee collection documentation, cataloging, inventory management, storage, loans, acquisitions, conservation, and deaccessioning activities.
7. Ensure appropriate handling, transportation, environmental conditions, security, and accessibility of collection objects for exhibition, research, and instructional use.
8. Promote gallery exhibitions, programs, and events through marketing, social media, outreach, and collaborative partnerships while maintaining relationships with artists, donors, alumni, arts organizations, and community stakeholders.
9. Provide administrative oversight for gallery operations, budgeting, planning activities, and student employees, including recruitment, training, scheduling, and supervision, while ensuring compliance with university policies and professional standards.
10. Support strategic initiatives and collaborative efforts that enhance the visibility, accessibility, educational value, and community presence of the McCray Gallery and Permanent Collection.
11. Maintain effective communication and collaborative relationships across the university and with external stakeholders.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **EDUCATION/BACKGROUND:** Associate's degree or higher in Art History, Museum Studies, Arts Administration, or a related field (master's preferred), or minimum three (3) years of experience in a related field, preferably in gallery or museum management.

2. **JOB KNOWLEDGE:** Strong knowledge of art history, contemporary art practices, curatorial methods, and museum standards. Proficiency in collection management software, digital cataloging tools, and MS Office Suite and Adobe Creative Suite. Excellent organizational, project management, and multitasking skills. Experience in event planning and management. Strong verbal and written communication skills for marketing, grant writing, and donor relations. Experience with social media management and basic marketing strategies. Ability to work collaboratively with faculty, students, and external partners. Financial management skills related to budgeting and fundraising. Ability to handle multiple deadlines and maintain accuracy under pressure.
3. **WORKING CONDITIONS/PHYSICAL DEMANDS:** (With or Without Accommodations): Work is performed in gallery, museum, office, storage, and event environments, with occasional travel throughout the community and other WNMU locations. Position may include exhibition setup, artwork handling, and requires frequent standing, walking, bending, reaching, climbing ladders, and safely lifting or moving artwork, display materials, equipment, furniture, and supplies weighing up to approximately 50 pounds. Must be able to navigate stairs and uneven surfaces, assess situations to ensure safety, and follow all applicable safety protocols. Some work is performed outdoors during all seasons and may require evening, weekend, or additional hours to support exhibitions, events, and operational needs. The position requires the ability to communicate effectively with diverse audiences and perform the essential functions of the position with or without reasonable accommodation.
4. **OTHER REQUIREMENTS:**
 - a. Requires a valid NM Driver's License
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)