



INDIANA UNIVERSITY

MUSEUM OF ARCHAEOLOGY
AND ANTHROPOLOGY

Position Title: Director of Curatorial Affairs

Department Name: IU Museum of Archaeology and Anthropology (IUMAA)

Role Descriptor: Museum Leader – Sr. Operational

Department ID: BL-MAA

Supervisor's Title: Executive Director and Chief Curator

Salary Range: \$80,000 – \$90,000

Job Summary:

The Director of Curatorial Affairs provides strategic vision and managerial oversight for the museum's exhibitions and collections, including a team of curatorial, registrar, installation staff, and external consultants. This position works across disciplines to develop and implement gallery and exhibition experiences that engage diverse communities, and help the museum achieve its mission, community shared-stewardship responsibilities, and education goals. They also administer the IU Museum of Archaeology and Anthropology (IUMAA) collecting activities, working closely with the Executive Director and Chief Curator to establish priorities and plans for collection care, stewardship, research, documentation, and access.

The Director of Curatorial Affairs also serves as a member of the museum leadership team, collaborating on strategic and interpretive planning, the execution of administrative and budgetary matters, the establishment of policies and procedures, and long-range exhibitions and programming schedules. This position reports directly to the Executive Director and Chief Curator.

The Director of Curatorial Affairs will be a proven administrator with experience mentoring staff and a well-developed understanding of curatorial, installation, and collections care and shared-stewardship practices with Black, Indigenous, and Communities of Color. IUMAA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Indiana, to sustain the excellence of the university, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning. Candidates who are under-represented in a diverse range of museum fields are strongly encouraged to apply.

Responsibilities

- Provide leadership and direction of the curatorial, registrar, conservation, and installation departments, including priority setting, coaching, and performance management.
- Supervise and support curatorial participation throughout the process of exhibition, publication, research, and programming proposal development and implementation.
- Play a critical role in the museum's official opening, collaborate with IU faculty members and the museum's educational and curatorial staff to support sustainable relationship building and organizational impact.
- Partner with the Associate Director of Research to oversee research in the collections and collaborate with museum colleagues to develop appropriate methods for collections access and disseminating research to diverse audiences.
- Collaborate with the Executive Director and Chief Curator and other colleagues to conceive and shape a distinctive and dynamic exhibition program that is well-researched,

exciting, and advances the museum's commitment to shared-stewardship and DEAI principles.

- Collaborate and implement the activation of the share-stewardship policies/practices and a DEAI strategy in all exhibitions and related initiatives.
- Develop and implement exhibition budgets and schedules, collaborating closely with the Executive Director and Chief Curator and museum staff.
- Collaborate with external communications department to conceive and plan publications that expand collections' strengths and assist in the implementation of a digital strategy for collections and exhibitions online that align with ethical practices and descendant community requests.
- Partner with the learning and community engagement department to develop interpretative programs in support of the museum's teaching mission and interpretive planning goals.
- Provide direction for the growth of collections, through acquisitions and gifts, as well as long-term planning and priorities for repatriation, shared-stewardship, conservation of items within in the collections (archaeology and cultural anthropology).
- In partnership with the Executive Director and Chief Curator and development planning team, cultivates relationships with existing donors and potential donors, foundations, collectors, university administrators, and alumni.
- In partnership with the Executive Director and museum team, (re)build and maintain sustainable relationship with Indigenous communities and descendant communities.
- Builds and maintains a network of professional relationships with artists, curators, critics, and other specialists locally, nationally, and globally.
- Contribute to the development, writing, implementation, and reporting of major grants and gifts.
- Other duties as assigned.

Skills and Knowledge

- 5 years of experience in collaboratively conceptualizing, designing, and installing relevant, creative and innovative exhibitions in an art and/or culture environment for diverse community audiences with progressively increasing levels of responsibility and accountability.
- 4 years' experience leading, managing, mentoring staff members with diverse needs and complex interdependent deliverables
- Demonstrated understanding of the colonial legacy of museums, universities, and/or anthropology and the complexity of colonization's impact on Indigenous communities (domestic and international)
- Demonstrated experience working directly with Indigenous communities, navigating colonial histories and building sustainable transparent relationships
- Demonstrated understanding of NAGPRA and repatriation efforts happening domestically and internationally
- Demonstrated commitment to DEAI principles
- Demonstrated leadership in museum field specifically related to curatorial, collections, and exhibition development work

- Experience in assisting with culturally complex, sensitive, or confidential projects - including a demonstrated ability to listen and deal empathetically with a wide range of people and cultural groups.
- Enthusiasm for strategically communicating the museum's mission to diverse individuals, communities, and cultures in our local community and globally
- Strong administrative, fiscal, and staff management skills, with a clear record of leading and managing museum projects, including exhibitions
- Advanced knowledge of museum curating, research, and collections development
- Knowledge and understanding of museum ethics and principles, especially with regard to issues of provenance/provenience
- Excellent presentation and writing skills, and effective communication, organizational, and time-management skills
- Ability to work as a member of a team-based environment with strong collaborative skills
- Demonstrated ability to direct, coach, and motivate direct reports
- Willingness to build positive and effective relationships with museum colleagues, donors, and the broader IU and Bloomington communities
- Demonstrated experience and ability to achieve deliverables while working collaboratively and independently without close supervision within tight deadlines.

To Apply:

- a. If you are NOT an IU employee currently, please use the following link:
https://hrms.indiana.edu/psp/PH1PRD_PUB/EMPLOYEE/HRMS_PUB/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=308105&PostingSeq=1
- b. Current IU employees should use this link:
https://hrms.iu.edu/psp/PH1PRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS_CG_SEAR_CH_FL.GBL?

Directions on how to apply from IU website:

1. Non-IU employees should click on the first link below to access the careers site; current IU employees should click on the second link below.
2. Review the job description and then click on "Apply for Job" to begin your application.
3. Non-IU employees will need to sign in to access your account. If you do not already have an account, click on "Register Now" to create an account.
4. Current IU employees will be recognized through CAS Authorization.
5. Complete the application process.