

# Director of Collections & Exhibitions



**INCUMBENT:** Vacant  
**REPORTS TO:** President & CEO  
**LOCATION:** Bowling Green, KY  
**STATUS:** Full-time, Exempt  
**DATE:** Open Until Filled

**TO APPLY:** Please submit a letter expressing interest, a resume or CV, and three professional references to [HR@corvettemuseum.org](mailto:HR@corvettemuseum.org).

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## DESCRIPTION

The Director of Collections & Exhibitions is a member of the key leadership team working alongside other members of the key leadership team. This position aligns and directs the activities of exhibit and artifact registration, conservation, preparation, and installation to further the organizational mission of the museum. This position is ultimately responsible for the management of the makeup, development, and safekeeping of the National Corvette Museum's (NCM) collection of vehicles, artifacts, and library and archives materials by following and implementing accepted museum professional standards and practices. Working closely with the museum curatorial team, this position guides, supervises, and mentors staff, directing the activities of the departments under their supervision to fulfill the museum's strategic objectives. The Director of Collections & Exhibitions also implements and enforces the collections department operating policies and practices, including ones pertaining to the acquisition, management, and accessioning and deaccessioning processes. This leadership role is responsible for balancing a complex and interconnecting set of priorities, ranging from digitization of the collection to keeping up to date with best practice innovation in the physical care and storage of exhibits and artifacts.

The Collections and Exhibitions department is a team of 10 with 5 staff members reporting directly to the Director of Collections & Exhibitions. The National Corvette Museum has over 75,000 items in its collection.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with the President & CEO to conceive and shape a distinctive and dynamic exhibition program that advances the NCM's visibility and reputation.
- Serve on the leadership team, working collectively and individually to consider significant decisions and strategic direction for the institution, and jointly implement NCM policies and activities.
- Lead the curatorial, registration/collections, library & archives, preservation, and exhibits teams. Prepare operating budgets for same areas of responsibility and assure that functions are carried out within the parameters of budget.
- Seek and recommend acquisitions. Lead the acquisition process internally and liaise with the board collections committee.
- Collaborate with the President & CEO and development team to secure public and private contributions to fund special exhibitions.
- Oversee and recommend loan requests. Work closely with curator, the registrars, and preservation technicians to ensure the appropriateness, safety, and condition of all loans.

- Recommend new initiatives that fulfill the NCM's mission and once approved, see them through to completion. Oversee other initiatives as assigned.
- Supervise the planning, acquisition, safekeeping, and cataloguing of collections objects related to Corvette history while maintaining the highest standards of stewardship.
- Oversee the research, development, placement, and design of museum exhibits, ensuring displays are aesthetically impressive and support an excellent visitor experience.
- Manage administrative aspects of exhibitions, including preparation of contracts and exhibition inventories.
- Provide direction for the collections' growth, through acquisitions and gifts, and deaccessioning, as well as long-term planning and prioritizing for the collections team and conservation of collection items.
- Field public and professional research inquiries.
- Oversees the exhibition committee, collections committee, and content committee meetings and communication.
- Maintain working knowledge of, and compliance with, highest ethical and legal standards related to organizational responsibilities, museum collections, and public accountability.
- Responsibilities are not all inclusive, additional duties may be assigned.

## **EDUCATION/EXPERIENCE**

- Bachelor's degree in museum studies, history, public history, or related area of study. Master's degree preferred.
- Seven to ten years of relevant work experience with a minimum of five years leading and managing museum projects, programs, and managing/mentoring others.
- Applied knowledge of professional museum principles, practices, and procedures.
- An understanding of visitor-centered approaches of content, development and interpretation – in exhibition gallery and in digital spaces.
- Experience in the automotive industry strongly preferred.

## **QUALIFICATIONS**

- Strong knowledge of, and commitment to, non-profit museum ethical and legal standards as well as best practices.
- Advanced knowledge of, and experience in, museum curating research, and collection development.
- Strong verbal and written communication skills, including ability to communicate complex concepts about history to a wide range of audiences.
- Strong verbal, public speaking and presentation skills with the ability to be media ready on short notice.
- Ability to balance the creative and intellectual process of curation with administrative, financial, and practical management duties.
- Well-organized and self-directed individual who is a team player.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Strong attention to detail, establishing priorities, and meeting deadlines.
- Excellent time management and organizational skills.
- Willing to travel as needed.
- Valid state driver's license required.