BASIC JOB DESCRIPTION: The Director of the Hand Art Center will implement all aspects of administration and coordination of the HAC and serve as the facilities manager for the HAC year round. S/he will also teach one course per year in the Department of Creative Arts.

QUALIFICATIONS: MA or MFA in Art History, Arts Administration or Museum Studies required along with demonstrated experience in administration and coordination of an arts facility.

ESSENTIAL JOB FUNCTIONS: The Director of the HAC will plan and organize gallery exhibitions (both internal and outside). S/he will supervise installation of exhibitions. S/he will oversee and manage the permanent collection housed in the HAC and coordinate with the Curator of the Bluemner Collection. The Director will coordinate events in the HAC and be responsible for educational outreach programs. S/he will supervise work-study students and interns working in the HAC. The Director will be responsible for the budget of the HAC and will coordinate with Marketing on publicity and public relations. S/he will take a leadership role in pursuing external grants to support the work of the HAC.

WORKING CONDITIONS: Duties require some physical effort, i.e. some standing and walking, bending, light lifting; dexterity in the operation of office equipment; extended periods of time at a keyboard; ability to work hours outside the normal University schedule; perceptual demands for discrimination of sound and form.

HOW TO APPLY: Interested applicants must submit a letter of application which addresses the qualifications, a resume, and the names, addresses and telephone numbers of three professional references to Stetson University, Inc., Office of Human Resources, 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386-822-7562 or Email: humres@stetson.edu.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.