

Position Announcement: Executive Director

The Museum of Contemporary Art Tucson seeks an Executive Director to provide visionary leadership, coordinate programming, manage operations and collaborate with local and international partners.

MOCA's mission is to inspire new ways of thinking through the cultivation, interpretation, and exhibition of contemporary art.

MOCA operates as a “kunsthalle” which does not collect or house a permanent collection and instead maintains a focus on the commissioning and exhibition of new works by emerging and established artists.

Founded by artists in 1997, MOCA Tucson has attained a regional, national and international reputation as an outstanding contemporary art museum, and is recognized as the premier alternative artist-centered space in Tucson, the greater Southwest and the borderlands. MOCA is committed to commissioning and exhibiting artwork by locally and internationally recognized, emerging and established artists and seeks to foster their career development. With two to four exhibitions annually, an active artist-in-residence program and an ambitious event schedule—which includes lectures, performances, educational and social programs, and children's activities—MOCA invites applications for Executive Director.

The new ED will lead the organization to sustained growth in visitorship and membership with excellence in exhibitions, programming, and arts education.

Required Skills and Experience

- Minimum of a Bachelor's degree with demonstrated experience and success in arts management.
- MA, MBA or higher are preferred with experience in an arts related field.
- At least four years of senior leadership/administrative experience.
- Management and human resource skills with the ability to develop teams and lead personnel.
- Capacity to set and achieve strategic objectives.
- Demonstrated expertise in the interpretation and exhibition of contemporary art.
- Proven capacity in working with a Board of Directors.
- Outstanding ability to establish and maintain effective working relationships and collaborations with partners, patrons and the local community.
- Strong sense of the museum's values, a clear sense of who the museum serves, and the ability to make the museum relevant for years to come.
- Demonstrated experience and commitment to diversity, equity and inclusion.
- Successful portfolio of fundraising and development.
- Marketing and public relations management experience.

Responsibilities

- Work with the Board of Directors to develop and uphold MOCA's strategic plan and initiatives to fulfill MOCA's mission.
- Oversee the development of exhibitions and programming that advance MOCA's mission.
- Work with the Board of Directors to conceive and launch a capital campaign.
- Lead public and private fundraising initiatives in concert with the Development Steering Committee—this includes the creation of an annual fundraising plan.
- Plan, coordinate, and direct the operation of MOCA Tucson—including programming, educational outreach, and facility maintenance.
- Hire, lead and manage museum staff, volunteers, and outside consultants to achieve strategic goals in a timely and resource-efficient manner.
- Initiate periodic performance reviews and provide professional development opportunities for museum staff.
- Oversee the management and implementation of the museum's membership program.
- Develop and implement a marketing and communications plan to position MOCA as a leading contemporary art venue in the Southwest.
- Work with the Exhibitions Manager on administrative aspects of exhibitions and commissions, including preparation contracts, artist agreements, exhibition inventories, materials sourcing and acquisition, artwork transportation, and object registration.
- Work with the Education Director to oversee educational programs and the creation and strengthening of educational materials and curricula.
- Expand revenue generating programming and fundraising activities to support exhibition, education and outreach programming (this includes cultivating patron support for the MOCA Visiting Artist Program and the commissioning of new artwork.
- Work with the Finance Director to communicate the museum's financial condition to the Board of Directors with transparency and in a timely manner.
- Prepare annual budgets and oversee reporting, tax compliance, and periodic audits
- Ensure operations and administration of MOCA Tucson are in compliance with city policies and ordinances, and local, state, and federal regulations.
- Serve as MOCA Tucson's public spokesperson and advocate.

To be considered for the position please provide the following:

- Cover letter
- Curriculum vitae
- A writing sample of no more than 10 pages and up to 4 links to relevant projects
- Contact information for three professional references

Application materials can be submitted to edsubmissions@moca-tucson.org and addressed as per below.

Executive Director Search
MOCA Tucson
265 South Church Avenue
Tucson, AZ, 85701

Application review will begin on January 31, 2022 and will continue until the search concludes successfully.

Additional questions and inquiries may be sent to: edinquiries@moca-tucson.org

Equal Opportunity Employer

MOCA Tucson is an equal opportunity employer. No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity, on the basis of race, color, religion, sex, national origin, age, disability, veteran's status, socio-economic background, sexual orientation, or gender identity. This commitment applies to all areas of the work environment, all employment activities, resource allocation and all employment terms and conditions. Selection criteria and procedures aim to ensure that employees are selected, promoted, and treated on the basis of their relevant merits and abilities.