MISSISSIPPI MUSEUM of ART

CONTRACT CONSULTANT: Project Director, Railways

REPORTS TO: Chief Curator

CLASSIFICATION: Contract

JOB SCOPE
The Mississippi Museum of Art is an accredited museum in Jackson, MS and has been a community supported institution for more than 100 years. The Museum boasts a seasoned staff of museum professionals and fiscally responsible administrators who work to ensure that the Museum’s exhibitions, programs, operations, and community outreach are the best thing for the art and the people of Mississippi. The Museum seeks a project director who will fulfill the project’s goals of connecting communities, artists, and spaces in creative place keeping activities that respond to the communities’ unique stories as related to The Great Migration.

ESSENTIAL RESPONSIBILITIES include the following, other duties may be assigned.
• Organize the logistics of Railways, including working with the shipping container providers, local partners, site planners, and transportation schedulers.
• Work with the Chief Curator and other members of The Center for Art and Public Exchange’s (CAPE) leadership team to recruit up to 35 museum partners, local artists, and other community partners to participate in the project.
• Organize and produce training programs and ongoing team building for all participants, including immersion in the CAPE values of racial equity, inclusion, and honesty, as well as the CAPE framework for program partnership, conversation, and empowerment.
• Manage the project budget and provide appropriate financial controls and reporting.
• Coordinate all communications among partners, among artists, and between participants.
• Work with the leadership team of The Center for Art and Public Exchange to create a series of meaningful artist residencies and public programs in up to 35 communities across the nation.
• Serve as the liaison with the Smithsonian Institution Center for American Folklife and the coordinator of the Railways installation at the 2023 Smithsonian Festival of American Folklife.
• Working with MMA staff, create marketing strategies and materials for the project.
• Maintain clear and consistent communications with project funders.

TRAVEL
• Travel will be required and reimbursed separately.

REQUIRED EDUCATION AND EXPERIENCE
• Community-based art management experience.
• Proven track record of successfully working with artists in community settings and in project coordination of artist residency projects in various community settings.

• Ability to create and sustain partnerships between artists and museums and other arts organizations.

• Logistical experience with complicated traveling projects.

• Demonstrated attention to detail, clear communications, and effective time management.

• Commitment to CAPE core values of equity, inclusion, and honesty.

TO APPLY
For consideration, email a current résumé and personalized cover letter to careers@msmuseumart.org. No phone calls, please.

The Museum is an Equal Opportunity Employer and is proud of its work-place environment that is diverse in every respect and welcomes all applicants for employment. The Museum is not a department or agency of the state or federal government.