



SHeldon  
Museum  
of Art

ASSOCIATE DIRECTOR  
Sheldon Museum of Art  
The University of Nebraska–Lincoln

The Sheldon Museum of Art seeks an Associate Director who will contribute to the conceptualization and realization of the Sheldon Museum of Arts' vision, mission, and strategic directions. Lead the financial, administrative, and operational functions of the organization and provide the direction, oversight, implementation, and management of personnel, operations and budgets. Work with the University of Nebraska-Lincoln, Sheldon Art Association, and University of Nebraska-Foundation to coordinate investments, budgets, contracts and agreements on behalf of the Sheldon Museum of Art. Facilitate collaborative working processes and effective communication among colleagues to develop schedules, work plans, evaluation metrics, and budgets that achieve the museum's strategic goals. Reports to the museum director.

The Sheldon Museum of Art, located in a Philip Johnson landmark building, houses one of the nation's premier university collections of American art, with over 12,000 objects, including European and Latin American holdings. The Museum Sculpture Garden has over 30 works of outdoor sculpture, including monumental works by Di Suvero, Lachaise, Oldenburg, Otterness, Serra, Shea, and David Smith.

**Required Qualifications:** Bachelor's degree in arts/museum administration, business administration, accounting or related field, plus 5+ years' experience in an art museum, art organization or university with an operating annual budget of \$1 million or more with two years as a supervisor. Must possess strong computer software skills in Microsoft Suite including proficiency with Microsoft Outlook, Word and Excel. Ability to promote teamwork, creativity, and open communication; and ability to exercise discretion and independent judgment in the performance of duties with only general supervision or direction essential.

**Preferred Qualifications:** Prefer Master's degree in the arts, art/museum administration, business administration, accounting, or related fields; experience developing budgets, demonstrating fiscal responsibility, managing personnel, dealing with human resource issues, and balancing a broad range of constituencies and priorities; excellent planning and organizational skills; clear motivational abilities; strong written and oral communications; ability to concurrently manage multiple complex tasks; and knowledge of SAP accounting, purchasing and payroll system or similar integrated financial system. Preference given to individuals with curatorial experience.

Criminal background check will be conducted. Excellent benefits including staff/dependent scholarship program. Applicant review begins June 1, 2015. View requisition S\_150350 at <https://employment.unl.edu> for details and to apply. UNL is committed to a pluralistic campus community through affirmative action, equal opportunity, work-life balance, and dual careers.