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# ART MUSEUM DIRECTOR RESUME

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## Career Objective:

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Seeking full time employment as Art Museum Director in order to practice my skills daily.

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## Summary of Qualifications:

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- Profound knowledge of operations related management
  - Sound knowledge in the field of art history and museum studies
  - Extensive knowledge of the art market
  - Ability to cultivate donations for collection
  - Skilled in graphic and installation design in a museum and cultural setting
  - Proficient with CADD, VectorWorks, Photoshop, XSLT, XML, and HTML
  - Exceptional abilities in leadership, financial and staff management, program development and fundraising
  - Excellent written, interpersonal and oral communication skills
  - Immense ability to handle the work independently
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## Work Experience:

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Art Museum Director, August 2005 – Present  
Ward Museum, Macon, GA

- Directed, coordinated, promoted, implemented and evaluated the operations, activities and programs.
- Supervised, scheduled, trained and evaluated regular and part-time employees and volunteers.
- Prepared and monitored the annual Museum budget, developed goals and objectives, controlled expenditures and prepared grant applications.
- Supervised fundraising projects, performed liaison activities with potential donors and developed potential funding contacts.
- Directed and coordinated general maintenance, security and preservation of buildings and grounds, assured the safety and security of staff and visitors.
- Compiled and distributed press releases, promoted activities and responded to public inquiries.

Art Museum Director, May 2000 – July 2005  
Massillon Museum, Macon, GA

- Handled administrative responsibilities for the museum Advisory Council.
  - Supervised administration of museum and annual budget.
  - Developed and administered grants and fund raising with collaboration of Institutional Advancement.
  - Developed and conserved art museum collection.
  - Performed curatorial duties with museum curators.
  - Oversaw exhibitions, events and programs.
  - Attended dinners and other functions as part of fundraising efforts.
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## Education:

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Bachelor's Degree in Arts, North Central University, Minneapolis, MN

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