

**CURRENT TITLE:** Director, Basile Center for Art, Design and Public Life

**REPORTS TO:** Dean

**DEPT. /CAMPUS:** Herron School of Art and Design, Indiana University – Purdue University, Indianapolis

**SUMMARY:** The mission of the center is to enrich the educational, intellectual, and interdisciplinary activities of Herron through civic engagement and community partnerships. The ideal candidate will actively promote the development of cross-disciplinary projects related to curriculum through campus and community partnerships, have prior experience in contract negotiations, excellent written and verbal communication skills, grant writing experience and the ability to provide strong administrative leadership for the center. The Director will provide creative vision and leadership in collaboration and consultation with the Herron Dean and advisory committee.

The Basile Center for Art, Design, and Public Life has three desired outcomes:

- I. **A collaborative partner in PUBLIC LIFE**-addressing placemaking and stimulation with industry, partners/clients, including design and fine art consultation and projects
- II. **A creative THINK-TANK**-supporting research, big ideas, and creative inquiry, and promoting cross disciplinary research and collaboration across campus and with community/industry partners
- III. **An opportunity for student and faculty ENGAGEMENT**-promoting community and curricular engagement through coursework, mentorship, internships, entrepreneurial experience, and professional development

**DUTIES AND RESPONSIBILITIES:**

Actively promote the development of cross-disciplinary projects, classes, exhibitions and community learning opportunities. Initiate, develop, and negotiate commission projects that allow Herron students and/or faculty to render professional services to Indiana businesses, city agencies, not-for-profit organizations, museums, arts and cultural institutions and other academic units. Ensure guidance by appropriate faculty. Determine value and viability of projects based on funding potential and facilitate projects and communication between faculty, students, and clients from inception to installation.

Work closely with the Herron Dean and advisory committee to develop long-range planning for the center including solvency, curriculum enhancements, internship opportunities, and research.

Provide business leadership and determine fiscal and budget requirements for the center. Monitor expenditure of the center to ensure that expenses are within the budgetary limitations.

Oversee human capital of center. Ability to create positions, advertise, hire, and provide supervision for clerical support, student workers and graduate fellows. Conduct performance appraisals, facilitate training and professional development, and perform other personnel related functions.

Coordinate with the Associate Director of Student Services and advisory committee to meet needs related to visual art and design internships.

Opportunities exist to teach professional practice courses in design or studio arts related to the desired outcomes of the center.

Serve on campus and community committees as directed.

Perform other related duties incidental to the work described within.

**QUALIFICATIONS:**

- Bachelor's degree in Art, Design, or related field or equivalent professional experience, Master's preferred
- Five years' experience in project management or leadership in arts administration preferably in the nonprofit sector
- Evidence of successful experiences in developing community based and corporate partnerships
- Evidence of successful fundraising, grant writing/grant management experience
- Preferred-Experience with curriculum development in higher education