

Fayette Art Museum

Director/Curator Job Description

- ***Preservation** and conservation of Fayette Art Museum permanent art collection and art on loan to Fayette Art Museum including records and cataloging of art.
- ***Education** – speaking and providing information to schools, communities, civic clubs, and individuals and groups request it. This may be written, email, telephone and/or social media.
- ***Business** -Manage all business, correspondence & maintain the records of Fayette Art Museum
- ***Publicity** -All designing, writing and printing of FAM publications – brochures, posters, notes, Deed agreements, invitations to Museum events, etc.
-Newspaper correspondence -Times Record, West Alabama News Wire, Tuscaloosa News, Birmingham News; Television & radio advertisements
- ***Public Relations** - Speaking to civic clubs, Community activities, Member of Fayette Chamber of Commerce, provide information about Fayette Art Museum as requested (ex. Alabama Dept. of Tourism)
- ***Grant Applications** -Alabama Humanities Foundation, Fayette Community Foundation, Alabama State Council on the Arts, any other sources which the Museum could possibly qualify for
- ***Acquisitions** -Preliminary contacts, provide information requested to possible donors, Receiving by deed, thank you notes to donors, etc.
- ***Planning and implementing all Fayette Art Museum Events** -Art Exhibits, Opening Receptions, Special events, Seasonal (ex. Festival of Trees)
- ***Manage the Gallery spaces** of Fayette Civic Center/Fayette Art Museum
- ***Maintain all records of Fayette Art Museum** -Ledger of all gifts and loans of artwork, Art, Monetary
- ***Financial** -Checking account reconciled, Special accounts (ex. Perkins acct.), Sales of FAF/Museum t-shirts and books, Income: Fayette Arts Festival, Grants, Donations
-Maintain all financial records to be available for or by Fayette auditor, Rick McCabe, Fundraising
- ***Maintaining** a working relationship with the Fayette Civic Center Director and Board and City government including the Mayor and City Council as well as the officers and Board of Directors of Fayette Art Museum.
- ***Chairman** of Fayette Arts Festival
- ***At** all times taking opportunities to promote Fayette Art Museum and artists, seek new ideas and artists to benefit the Museum from publications, TV, travel, internet, etc.
- ***Visiting** other Museums to research and gather new information for improvements at all times.

Part-Time Position

Work schedule could be up to 18 – 25 hours per week, but not to exceed 100 hours per month @ \$20/hour based on experience & education.

Work schedule to be Monday through Friday during standard business hours of the Civic Center/Art Museum with the occasional evenings and weekends.

Fayette Art Museum

*530 North Temple Ave

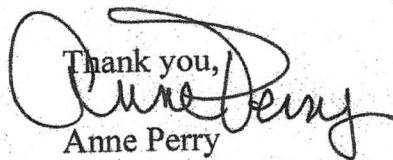
* Fayette, Alabama 35555

*(205) 932-8727

* fayetteartmuseum@yahoo.com

Fayette Art Museum Long Term Goals

- *Apply for Tombigbee Grant in Spring 2026 and/or Fall 2026 for:
 - Artwork cataloguing and Inventory system
 - Add pictures with each piece in the new cataloguing system, so get a digital camera for this process as well as to use for Museum annual events
- *Update lighting in all Galleries (upstairs & downstairs) and Storage closet
- *Set-up & Update the Computer and printing desk area
 - update laptop and connect with new printer
- *Continue to write for yearly Fayette Community Foundation Grants & any State Tourism grants for annual events
- *Plan & Implement After School & Summer Art Camp
- *Catalogue new requisitions and donations in the new system
- *Re-Organize the artwork storage closet
- *Get better connected to the Civic Center Wi-Fi downstairs on all computers/laptops – if needed purchase boosters to be able to reach the signal
- *Continue the Museum's 2 Annual events – Fayette Arts Festival & Festival of Trees
- *Proper storage and organize any historical Museum documents, files and/or Pictures
- *Continue preserving & repairs of Artwork in Permanent Collection
- *Get more dehumidifiers to help with preservation of the artwork downstairs
- *Improve the Artwork signage throughout the Museum/Civic Center by possibly adding QR codes
- *Create a website for the Museum with possible video tours on it
- *Creating new community activities – form monthly adult art group to do “Plein Air” drawing & painting together and other activities for the Museum, Guest Artist workshops/demonstrations, etc.

Thank you,

Anne Perry
FAM Curator/Director

“Providing one of life's extras since 1969”

-Jack Black, Director/Curator, Fayette Art Museum 1969-2004