

# Brandywine Workshop and Archives

*Located on the Avenue of the Arts in Philadelphia, Pennsylvania*

## **Job Title: Deputy Director of Programming**

The Board of Directors of the Brandywine Workshop and Archives seek a *Deputy Director of Programming*. This is a unique opportunity to grow an organization with a strong reputation and deep commitment to artist development and the printmaking process.

### ***About the Organization***

Founded in 1972 by Allan Edmunds, the Brandywine Workshop and Archives (BWA) has grown from a group of successful artists, art professors and teachers supporting the production of limited edition original fine art prints, training and mentoring young artists, to an internationally known organization dedicated to professional development of artists and connecting communities across the world through the artistic practice and creative outcomes of printmaking.

Incorporated as a 501(c)(3) in 1974, BWA has a long history of artist residencies, exhibitions, and educational programming. A diversity-driven cultural organization that produces and shares art to connect and inspire, BWA builds bridges among global communities. Today, BWA has expanded its efforts to include not only original fine art prints, but artist documentaries, 16 satellite collections, and the creation of [Artura.org](http://Artura.org) - a free virtual database of culturally diverse art and artists. BWA is recognized for its education programs and for its work with both mainstream and under-represented communities.

### ***About the Position***

Reporting to the Executive Director, The Deputy Director of Programming is a new position that will be responsible for oversight of all curatorial and educational activities and serve as a primary point of contact for full-time, part-time, and contract staff. The Deputy Director of Programming will operate as senior management, acting as a key partner to the Executive Director in shaping BWA's artistic vision and helping to develop the organizational structure to support it.

The Deputy Director of Programming will have a track record of organizational management as well as experience and passion for working with artists and arts educators. They will be responsible for maintaining current artistic and educational partnerships, while also developing new opportunities for collaboration locally, nationally, and internationally.

As part of its succession planning, BWA has identified this position as a developmental opportunity. The ideal candidate will have the opportunity for swift advancement into the Executive Director role – should the candidate be a good fit for the organization.

### ***Essential Functions & Responsibilities***

- Curate exhibitions, artist commissions, and related projects and publications, with a specific focus on amplifying current and historically marginalized voices
- Coordinate and manage the Artist Residency program (a support staff of coordinator and cohort of master printers does the actual work)
- Manage and expand the Satellite Collections program through communications with partners. All proposed new collections involving donated artworks must be approved prior by the Board of Directors through recommendation of its Collections Committee
- Work with education and program staff to develop thoughtful and innovative exhibition and collections programming
- Manage all full-time and part-time staff, consultants and contracted employees, and interns
- Oversee management of the Brandywine Permanent Collection
- Work with Executive Director to develop annual departmental goals and budgets
- Work with Executive Director on fundraising and donor stewardship
- Identify and manage strategic institutional partnerships to extend BWA's audience and reach

### ***Qualifications***

- Bachelor's degree in art history, fine art, arts management, museum management, business management, or a related field – or equivalent experience
- At least 5 years of progressively responsible arts management experience
- Demonstrated organizational management skills
- Strong written and interpersonal skills
- Ability to successfully develop and manage departmental and project budgets
- Collaborative and open management style with success in managing teams and partnerships
- A track record of producing exhibitions and/or successful event planning
- Entry-level experience in fundraising and donor stewardship

### ***Preferred Qualifications***

- Background and/or interest in printmaking
- Master's/PhD in art history, fine art, arts management, museum management, or a related field

- Proven experience providing strategic leadership and the implementation of a vision with organizational priorities
- Demonstrated strong supervisory and team-building skills, including the ability to recruit, empower, develop, and retain a strong staff. Recognized as providing and setting clear priorities, as well as building a collaborative, trusting, and transparent work culture

***Salary***

Starting annual salary is \$70,000.

***Application Instructions***

Please submit a one-page cover letter and resume. Please direct any questions to Carolyn Lowe, Chair, Search Committee at [search@brandywineworkshop.com](mailto:search@brandywineworkshop.com).

***Hiring Statement***

BWA has a longstanding tradition of centering the experiences of marginalized people—including people of color, women, people with disabilities, and LGBTQ+ people. BWA leadership is committed to continuing that work. Therefore, we strongly encourage applications from people with these identities.

**Deadline to Apply: Monday, November 1, 2021**

**Start Date: Monday, January 3, 2022 (preferred)**