Manager of the Art Collection
Position Description

Position Title: Director or Manager, Art Collection

Reports To: General Manager

Position Summary: Responsible for the stewardship of the ULCC collection, including accurate record-keeping, inventory, research, conservation, installation, moving, storage, insurance and planning activities under the supervision of the General Manager. Also works closely with the Art Committee Chair. Acts as a representative of the Club’s collection to the broader Chicago art community. The Art Collection staff member will be part of the Union League Club management team and integrate as a team member.

Essential Functions:

Ø Responsible for the safety, security and care of the collection, including handling and installation, and for providing recommendations, in consultation with paintings conservators, for safe lighting, humidity, and other preventative care issues.

Ø Maintain TMS collection software and ensure the accuracy of the database and collection files. Verify descriptions and other data for accuracy and consistency. Add to vertical files additional historical research and maintain the Art Department library.

Ø Responsible for framing, name plates and all changes in display of artwork.

Ø Assists with Club’s Third-Floor Gallery and other exhibitions as well as those with other institutions.

Ø Works with the Club’s designated docents and guides and advises the group.

Ø Recommends objects for loan and oversees related paperwork and shipping and receiving arrangements including condition reports, and in some cases courier functions.

Ø Recommends objects for accession and deaccession by coordinating with each Sub-committee. Advises Art Chair on proposals from dealers and auction houses.

Ø Writes about the collection for State of the Union, Art Work of the Month, and other publications that may arise.

Ø As needed, organizes lectures, tours and other programs relating to the collection and manages with Sub-Committee the docent program.

Ø Maintains a master calendar available to Sub-Committees of important dates.
Ø Keeps up-to-date insurance valuations and advises on insurance issues as needed.

Ø Attends Art Committee and Sub-Committee meetings and provides the Committees and its chair with advice, assistance and support. Keeps Art Committee advised about all on-going projects and programs, and about issues relating to the care of the collection.

Ø Keeps Art Committee informed of art exhibitions of note in the in the Chicago area with special emphasis on the Club’s Distinguished Artists.

Ø Performs all other duties as assigned by the General Manager and Art Committee and Sub-Committee Chairs.

**Qualifications and Skills:**

**Education:** A Bachelors degree in Art History with a focus in American Art.

**Experience:** At least five years experience working in a museum or corporate collection or equivalent preferred. Candidates should have a record of collection management and administration. Ability to work with committee structure and membership organization is important. Has worked to install and de-install artwork, and possesses strong verbal and writing skills. From time to time public speaking is required. Previous supervisory experience is desired. Familiarity with TMS software is a plus.

**Additional Skills:** The physical demands for this position require lifting, carrying, pushing, pulling and stretching motions in order to facilitate hanging and or positioning of art.

Please send resume to Lharris@ulcc.org