



San Francisco International Airport  
is accepting applications for the position of

## Museum Director and Chief Curator

0941 Manager VI



# Working at SFO

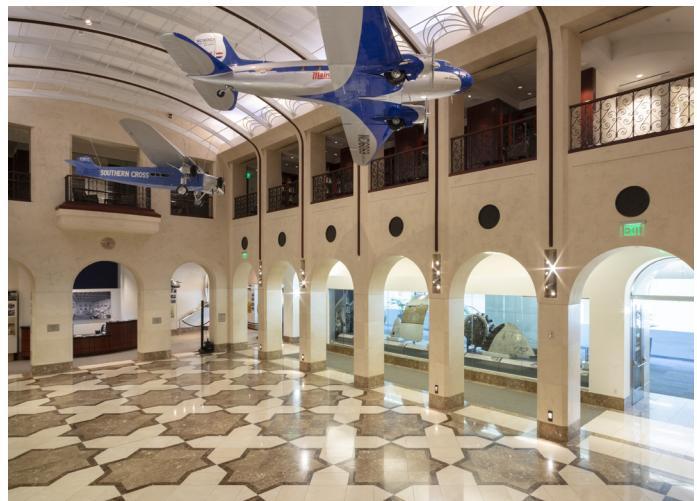
San Francisco International Airport (SFO), an enterprise department of the City and County of San Francisco (CCSF), has a workforce of approximately 1,700 City employees and strives to be a **diverse, equitable, and inclusive employer**. SFO's mission is to provide an exceptional airport in service to our communities and our core values are **Safety** and **Security, Teamwork, Excellence, Care, and Equity**.



The **Airport Commission** governs SFO, a five-person body appointed to four-year renewable terms by the Mayor of San Francisco. The Commission appoints the Airport Director and the Commission Secretary. SFO operates under the rules, regulations, and authority of the Federal Aviation Administration (FAA), a branch of the Federal Department of Transportation. The Airport maintains full compliance with these regulations and those of the Transportation Security Administration (TSA) and the Federal Aviation Administration. In addition, the Airport, as part of the San Francisco City and County government, is subject to all relevant provisions of the Charter of the City and County of San Francisco and other related codes and ordinances. Airport Director Ivar C. Satero is responsible for the day-to-day operation of the Airport. [Learn more about careers at SFO](#). For more information about SFO, visit [www.flysfo.com](http://www.flysfo.com).

## About SFO Museum

Established in 1980 by the Airport Commission, SFO Museum's mission is to delight, engage, and inspire a global audience with programming on a broad range of subjects; to collect, preserve, interpret, and share the history of commercial aviation; and to enrich the public experience at SFO. Since 1999, the Museum has been accredited by the American Alliance of Museums. It retains the distinction of being the only accredited Museum in an airport. Today, SFO Museum features 25 galleries throughout the Airport terminals, which display a rotating schedule of art, history, science, and cultural exhibitions, as well as the San Francisco Airport Commission Aviation Library and Louis A. Turpen Aviation Museum (AML), which houses a permanent collection of more than 140,000 objects related to the history of commercial aviation.



## Museum Director and Chief Curator

SFO is seeking a seasoned Museum Director and Chief Curator to join a world-class organization. We are searching for a forward-thinking leader who has a passion for aviation and experience leading and managing new and existing museum programs. Consider joining our team if you are an innovative, dedicated individual with strong design instincts and an eye for detail, solid negotiation, collaboration, and management skills!

The Museum Director and Chief Curator for SFO Museum reports directly to the Chief Operating Officer (COO) and is a member of the senior leadership team. This position has sole responsibility for all functions and activities of the Museum, including SFO Museum operations, oversight of curatorial staff and all exhibitions, and fiscal management. In addition, the Museum Director and Chief Curator is responsible for curating, designing, producing, and installing between 30 and 50 exhibits in four terminals annually; collecting, preserving, interpreting, and sharing the history of commercial aviation; and maintaining SFO's public art collection. This position is also responsible for developing partnerships with community arts organizations, integrating the Museum with the Bay Area community, and facilitating collaboration with the executive staff of the Fine Arts Museum, San Francisco Art Commission, Airport Art Steering Committee, and Airport Commissioners.

## Duties & Responsibilities

**Museum Operations:** Oversees and directs a program of over 30 exhibitions annually, including designing and installing all permanent and temporary exhibits. Coordinates workflow of SFO Museum. Manages budget and resource allocation. Collaborates with Airport staff and other CCSF departments, especially the San Francisco Arts Commission, museums, galleries, artists, commercial establishments, governmental agencies, and other related services professionals.



Directs, develops, and manages new and existing programs and facilities of the SFO Museum, the cultural program within the Airport. Responsible for the oversight of the collection management and maintenance of over 150 paintings, sculptures, murals, and other pieces of art that make up the \$50 million public art program provided by the San Francisco Arts Commission. Serves as a member of the Airport Art Steering Committee to promote an Airport Art Enrichment Program that meets the highest aesthetic standards, provides enjoyment for Airport visitors, meets Airport operating requirements, and enhances the national and international prestige of SFO and CCSF.

Manages facility operations of the 11,000 square foot AML, and the 28,000 square foot SFO Museum, including offices, workshops, and art and non-art storage. The facilities must meet American Alliance of Museum and Cal/OSHA standards regarding safety, security, climate control, access, light levels, pest management, and fire safety. In addition, the Museum facilities contain administrative and curatorial offices; workspaces for registration, conservation, designers, and technical/prep staff; art storage for the Aviation collection; art storage for the Public Art collection, and non-art storage.

Manages the development, programming, utilization, negotiations for donations and loans, and generating revenue through special event facility use. Develops and establishes policies and procedures and makes decisions that impact the daily operations of the AML. Strengthens the aviation collection through strategic accessioning and deaccessioning and meets collection management needs through research, cataloging, record keeping, storage, and conservation. Maximizes public access to the Aviation Museum and Library collection through digital media by expanding and improving the online aviation collection database. Establishes programs, procedures, and staff requirements while maintaining the Airport and American Alliance of Museums standards to maintain accredited status.

**Leadership:** Promotes and provides visibility of the museum programs on local, national, and international levels. Meets with directors of cultural institutions, foreign ministries of culture, governmental agencies, airports,

airlines, and businesses; and negotiates with other CCSF departments, primarily the Main Library, Fine Arts Museums of San Francisco, Asian Art Museum, Park and Recreation, the Zoo, San Francisco Unified School District, California Academy of Sciences, and other cultural institutions in the Bay Area, including The Exploratorium, Fort Mason, the Phoebe Hearst Museum of Anthropology at the University of California at Berkeley, Oakland Museum of California, Stanford University Art Museum, etc. Represents the Airport with auxiliary groups, including the San Francisco Aeronautical Society and SFO Museum Advisory Board.

**Forward-Thinking, Service-Oriented, Outcome Focused:**

Plans, implements, directs cultural programs, and develops future programming at the Airport, including the Video Art's Program, Kids' Spots, and the rotating student art spaces. Conceptualizes and researches new cultural programs for the Airport. Presents ideas with merits and cultural value to the Airport Director and the Airport Commission and secures funding from the Airport. Involves co-programming with Airport departments; other CCSF departments; the Mayor's Office; San Francisco Arts Commission; zoos; children's museums; history museums; aviation museums; governmental agencies; airport authorities; airline officials, in the U.S. and overseas; foreign consulates in San Francisco; and other noteworthy cultural and governmental institutions.

Chairs the SFO Museum Collection Review Committee. Manages the development and enrichment activities for the Museum's collection; directs and participates in locating and selecting a wide variety of collection objects in the local and international market for inclusion in the collection; and conducts studies and research in connection with such acquisitions. In addition, negotiates gifts to the Aviation Museum and Library on local, national, and international levels and determines whether gifts and bequests offered to SFO Museum are of a clear and unrestricted nature.

Manages programming, design, and construction for SFO Museum contributions to the Terminal Redevelopment





Programs. Works with project managers from Planning, Design, and Construction, contractors, architects, planners, Arts Commission staff, other art, and other cultural institutions, including museum directors, curators, conservators, and consulting with private designers. This position is the primary stakeholder for coordinating approval during the design review process and monitoring the progress during construction for all SFO Museum projects.

## The Ideal Candidate

The ideal candidate is a leader committed to expanding the Museum's aviation collection and embracing local, state, and international artists through exhibitions that reflect different cultures. The ideal candidate will also need to have a record of success that illustrates a career history that supports the ability to have the following:

### **Commitment to Artistic Excellence and Passion for the Arts:**

**The Arts:** The ideal candidate is passionate, extremely knowledgeable about the Museum's collection and is incredibly excited about expanding the Museum's lender base and identifying objects, artists, and voices that represent Black, Indigenous, and People of Color (BIPOC) contributions to cultural, artistic, and scientific achievement.

**Leadership:** The ideal candidate is an exceptional leader who encourages teamwork and diversity; has a proven track record with leading a team in accomplishing goals; is self-aware and able to remain calm under pressure; and can exercise flexibility and adaptability in sensitive situations.

**Strategic Visionary:** The ideal candidate can conceptualize projects several years in advance, whether it is an exhibition, performance, new facility, cultural exchange, etc., and organize the supporting structure of administration, participating institution, financial, design, staff, and technical supports to bring it to fruition.

**Financially Responsible:** The ideal candidate can develop and analyze budget and funding needs; is analytical and creative in finding additional funding sources to support

programs; and is fiscally responsible and able to make hard choices when funds are not available.

**Excellent Communicator:** The ideal candidate has outstanding written and verbal communication skills; strong interpersonal communication skills combined with a collaborative style, and the ability to communicate effectively with internal and external audiences including, other CCSF agencies, and others in the cultural fields in both the U.S. and abroad, including collectors, dealers, journalists, government personnel, and interested parties; and has excellent presentation and interpersonal skills to engage effectively with all levels of the organization.

**Collaborator:** The ideal candidate can successfully develop, foster, and strengthen relationships with key stakeholders to achieve results; able to prioritize, manage multiple projects efficiently, and respond to a high volume of ongoing requests timely to meet deadlines; and can adapt and be flexible in a dynamic work environment.

**Industry Expertise:** The ideal candidate provides leadership, strategic vision, curatorial, and managerial oversight for the Museum's exhibition program and can negotiate and strengthen the aviation collection; possesses previous experience managing public programs in a municipal building; a master's degree in art history or related field; and demonstrates international, political, business, and cultural awareness to represent the Airport Director and to conduct Airport business with attention to protocol and efficiency in any locale in the world.



# Qualifying Education & Experience

**Education:** Possession of a bachelor's degree from an accredited college or university in Art History, Art, Anthropology, Museum Administration, Museum Studies, or related field; and

**Experience:** Five (5) years of managerial museum experience, including supervising staff.

**Appointment Type:** Permanent exempt full-time: This position is exempt from Civil Service rules pursuant to San Francisco Charter Section 10.104 and serves at the discretion of Appointing Officer.

## Compensation and Benefits

The annual salary range is \$167,102-\$213,278. For information about the City's benefits package, please visit:

***Municipal Executives' Association Benefit Summary***

Other outstanding benefits offered with this position include:

- Medical, Dental, and Life Insurance; Long-term Disability Plan; Flexible Spending Accounts.
- Defined Retirement Plan, Deferred Compensation, and Social Security.
- Paid Management Training Program: A robust Wellness Program which includes access to free onsite gym facilities.
- Vacation/Holiday/Sick Time; and Administrative Leave.

## How to Apply

Interested and qualified candidates are encouraged to apply at: ***Museum Director & Chief Curator.***

Candidates are encouraged to apply by ***February 4, 2022***. The most highly qualified candidates will be invited to participate in the selection process. This recruitment is confidential and will be handled accordingly throughout the various stages.

If you have any questions regarding this recruitment, please contact Tamara Ranney at 650 821-2024 or email:

***Tamara.Ranney@flysfo.com.***

The successful candidate must obtain both Transportation Security Administration (TSA) Security Clearance and a US Custom Clearance.

*The City & County of San Francisco is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws, prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.*

