

STAFF VACANCY

Director, Lillian E. Smith Center

Founded in 1897, Piedmont College is a private, comprehensive liberal arts college with an enrollment of approximately 2,200 students at campuses in Demorest and Athens, Georgia. Unless specified otherwise, position is for the main campus in Demorest, Georgia.

Piedmont College invites applicants for the full time position with benefits of Director, Lillian E. Smith Center on the Center site and the Demorest Campus.

Summary Description: Roles and Responsibilities

The Director of the Lillian E. Smith Center is a staff position responsible for the development, programming, collections, operation, and maintenance of the site. This position does not carry faculty status. The position works closely with all departments at Piedmont College and the Center's Advisory Board.

A. Administration

1. Implement policies and procedures adopted by Piedmont College and the LES Center Advisory Board
2. Develop, recommend, and oversee the operating budget for the LES Center
3. Direct and supervise employees and volunteers of the LES Center
4. Seek sources of support from individuals, businesses, organizations, and foundations
5. Work closely with Piedmont College staff to maintain and manage the LES Center property and structure
6. Staff the Advisory Board, to include meetings, updates, reports, and feedback
7. Recommend and implement security and conservation measures for the care of the collections consistent with professional standards

B. Programming

1. Work with faculty, staff, and the LES Center Advisory Board to coordinate the artist residency program
2. Collaborate with faculty and staff to plan and implement programs and events held at the LES Center and off-site
3. Supervise scheduling of all group and individual tours, making property available to the public

C. Miscellaneous

1. Serve as a representative of the LES Center for Piedmont College and the LES Center Advisory Board to the community and public at large
2. Maintain active membership in selective organizations for the benefit of the LES Center and Piedmont College
3. Work with Institutional Advancement Department on materials, website, and social media needs of the LES Center

D. Other duties as assigned.

Knowledge, Skills and Abilities Required:

- Bachelor's degree; Master's degree preferred
- Three years management experience, preferably in an academic or educational setting; archival experience desirable
- Effective administrative practices, including budgeting and financial management
- Fundraising and grant writing
- Interpersonal communication
- Advanced and effective written communication
- Public speaking for small and large audiences
- Long-term and short-term strategic planning and implementation
- Historical collections conservation, management, and interpretation
- Program planning and implementation for non-traditional learning environments
- Historic site preservation and management
- Recruiting and supervising volunteers
- Marketing – including advertising, public relations, and web-based resources
- Legal operation of a vehicle in the State of Georgia
- Acquiring licenses and certifications as required to fulfill the duties of the position
- Carry out the functions of the position in a professional manner, which includes appropriate attire for the circumstances
- Conduct should positively reflect the mission of the College
- Adherence to all applicable provisions of the Piedmont College Policies and Procedures Manual
- Ability to create and edit written materials
- General proficiency and experience with Microsoft Office Suite
- General proficiency and experience with computers, calculators, photocopiers, and other standard business machines

Working Conditions and Physical Effort

- Manual dexterity with hand and finger movements for typical office work
- Several hours per day of sitting, getting up and down from chairs, and reaching/bending
- Talking, hearing, and seeing as important elements for completing assigned tasks
- Move about freely on foot in indoor and outdoor environments
- Ability to maneuver on hilly and uneven terrain
- Withstand wide variety of weather conditions, including temperatures ranging from highs above 100 degrees F and down to near 0 degrees F
- Lift, carry, and lower objects up to 50 pounds
- 40 hour workweek divided into five (5), eight (8) hour days
- Typical work day, 8:00 a.m. to 5:00 p.m.

To apply, applicants should submit a letter of interest, a current resume, an application for employment <http://www.piedmont.edu/files/docs/employment-applicationappended.pdf>, and the names, phone numbers, and e-mail addresses of three references via e-mail to Beth Steed at bsteed@piedmont.edu

Piedmont College has a strong institutional commitment to the achievement of diversity within its faculty, staff, and students.

Piedmont College does not discriminate on the basis of race, color, national origin, sex (including pregnancy and gender identity), sexual orientation, disability, age, genetic information, or religion. Inquiries concerning this statement should be directed to:

Coordinator for Title IX
1021 Central Avenue
Daniel Hall – 2nd Floor
P.O. BOX 10
Demorest, GA 30535
(706) 778-3000
asutton@piedmont.edu

Human Resources
1021 Central Avenue
Daniel hall – 2nd Floor
P.O. BOX 10
Demorest, GA 30535
(706) 778-3000
hr@piedmont.edu