ARTS ADMINISTRATION

What is Arts Administration? (from http://www.albright.edu/catalog/interdisc.html#artsadmin)
“In order to serve their communities well, today’s successful arts administrators must possess business acumen, leadership traits, and knowledge of the creative side of the field in which they are working. They must be able to determine why the arts are important and then, build, lead, and manage diverse teams that can illustrate this mission and engage the public. The co-major in Arts Administration prepares students for management positions in museums, theatres and performing art venues and offers opportunities for study in the following areas: operational structures, governance, strategic planning, human resources, finance and fund-raising, marketing and PR, guest services, facility management and design, information technology, legal issues, and evaluation. Students are afforded valuable experiential learning opportunities that include front-of-house operations for musical concerts and theatre performances, behind the scenes assistance with curatorial research and exhibition installation, as well as visitor services and gallery security.”

Related Career Titles (from http://uncw.edu/career/artstudio.html)

<table>
<thead>
<tr>
<th>Designer</th>
<th>Photojournalist</th>
<th>Art Buyer</th>
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<tbody>
<tr>
<td>Advertising Designer</td>
<td>Art Conservator</td>
<td>Art Historian</td>
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<td>CAD Designer</td>
<td>Color Expert</td>
<td>Art Teacher Art Therapist</td>
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<tr>
<td>Municipal Graphic Designer</td>
<td>Printing Designer</td>
<td>Display Designer</td>
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<td>Freelance Letter Designer</td>
<td>Art Consultant</td>
<td>Artist</td>
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<tr>
<td>Mural Artist</td>
<td>Copyist</td>
<td>Artist’s Agent</td>
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<tr>
<td>Museum Artist</td>
<td>Art Critic</td>
<td>Curator</td>
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<tr>
<td>Antiques Dealer</td>
<td>Art Dealer</td>
<td>Assistant Curator</td>
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<td>Gallery Owner</td>
<td>Art Director</td>
<td>Exhibit Designer</td>
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<tr>
<td>Architectural Renderer</td>
<td>Decorator</td>
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<tr>
<td>Newspaper Layout Artist</td>
<td>Event Planner</td>
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<tr>
<td>Museum Administrator</td>
<td>Fundraiser</td>
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<tr>
<td>Theater Administrator</td>
<td>Art Exhibition Coordinator</td>
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<tr>
<td>Photographer</td>
<td>Designer</td>
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</tbody>
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Some organizations that typically employ art administration majors: (from http://uncw.edu/career/artstudio.html)

- Art studios
- Government and private museums/galleries
- Local historical societies
- Auction houses, photo agencies and studios
- Adult and community programs
- Libraries
- Private/local arts councils


- **Curators.** Most museums require curators to have a master’s degree in an appropriate discipline of the museum’s specialty—art, history, or archaeology—or in museum studies. Some employers prefer that curators have a doctoral degree, particularly for positions in natural history or science museums. Earning two graduate degrees—in museum studies (museology) and a specialized subject—may give candidates an advantage in a competitive job market. In small museums, curator positions may be available to people with a bachelor’s degree. Because curators, particularly those in small museums, may have administrative and managerial responsibilities, courses in business administration, public relations, marketing, and fundraising are recommended. For some positions, applicants need to have completed an internship of full-time museum work, as well as courses in museum practices.

- **Museum technicians (registrars).** Registrars usually need a bachelor’s degree related to the museum’s specialty, training in museum studies, or previous experience working in museums, particularly in designing exhibits. Relatively few schools grant a bachelor’s degree in museum studies; more common are undergraduate minors or tracks of study that are part of an undergraduate degree in a related subject, such as art history, history, or archaeology. Students interested in further study might get a master’s degree in museum studies, offered in colleges and universities throughout the country. However, many employers feel that, although a degree in museum studies is helpful, a thorough knowledge of the museum’s specialty and museum work experience are more important.

- **Conservators.** When hiring conservators, employers look for a master’s degree in conservation or in a closely related field, together with substantial experience. Only a few graduate programs in museum conservation techniques are offered in the United States. Competition for entry to these programs is keen. To qualify, a student must have a background in chemistry, archaeology, studio art, and art history, as well as work experience. For some programs, knowledge of a foreign language also is helpful. Completing a conservation apprenticeship or internship as an undergraduate can enhance admission prospects. Graduate programs last 2 to 4 years, the latter years of which include internship training.

<table>
<thead>
<tr>
<th>Related Major Skills</th>
<th>Strong communication skills</th>
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<tbody>
<tr>
<td>Imagination and creativity</td>
<td>Flexibility</td>
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<tr>
<td>Work ethic</td>
<td>Leadership</td>
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<td>Basic reading, writing and editing skills</td>
<td>Front and Back of House knowledge</td>
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<td>Knowledge of the field</td>
<td>Programming</td>
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<tr>
<td>Business skills</td>
<td>Customer Service Skills</td>
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<tr>
<td>Understanding of Cultures of History</td>
<td>Organization</td>
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<tr>
<td>Critical Thinking Skills</td>
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“Overall employment of archivists, curators, and museum workers is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. Employment growth will vary by specialty.”

Available at Albright College Career Development’s Resource Library

- Great Jobs for Art Majors, by Blythe Camenson
- Great Jobs for Film Majors, Sandra R. Gordon
- Career Opportunities in Art, by Susan H. Haubenstock and David Joselit
- Careers for Color Connoisseurs and Other Visual Types, by Jan Goldberg
- Careers for Crafty People and Other Dexterous Types, by Mark Rowh
- Careers for Culture Lovers and Other Artsy Types, by Marjorie Eberts and Margaret Gisler
- Careers for Film Buffs and Other Hollywood Types, by Jaq Greenspon
- Careers for Geniuses and Other Gifted Types, by Jan Goldberg
- Careers for Introverts and Other Solitary Types, by Blythe Camenson
- Careers for Shutterbugs and Other Candid Types, by Cheryl McLean
- Opportunities in Adult Education Careers, by Blythe Camenson
- Opportunities in Animation and Cartooning Careers, by Terence J. Sacks
- Opportunities in Architecture Careers, Robert J. Piper and Richard D. Rush
- Opportunities in Commercial Art and Graphic Design Careers, by Barbara Gordon
- Opportunities in Film Careers, by Jan Bone
- Opportunities in Photography Careers, by Bervin Johnson, Robert E. Mayer and Fred Schmidt
- Opportunities in Teaching Careers, by Janet Fine
- Opportunities in Visual Arts Careers, by Mark Salmon

Disclaimer
Links to Internet sites are provided for your convenience and do not constitute an endorsement by Albright College and Career Development Center.

Career Planning Links

- Career Alternatives for Art Majors http://www.nd.edu/~crosenbe/jobs.html
- College Art Association http://www.collegeart.org/careers/
- The Art Association http://www.artassociation.org/
- Alliance of Artist Communities http://www.artistcommunities.org
- Art Jobs http://artjob.org
- World Wide Arts Resources http://www.wwar.com
- The Art Career Project http://www.theartcareerproject.com/
- Entertainment Industry Backstage Jobs http://backstagejobs.com
- Art Publications http://artresources.com/
• Entertainment Careers.net http://www.entertainmentcareers.net/
• Museum Jobs http://www.museumjobs.com
• Museum Jobs http://www.museum-employment.com
• Media Contacts – UK http://www.media-contacts.co.uk/index.php/mc/job_vacancies
• New York Foundation for the Arts http://www.nyfa.org/
• Creative Jobs http://www.creativehotlist.com/
• Smithsonian Institution, http://www.si.edu/ofg/intern.htm
• GoggleWorks, http://www.goggleworks.org/About/
• Art Administrators Network http://www.artsmanagement.net/
• National Council of Arts Administrators http://www.ncaaarts.org/
• American Alliance of Museums http://www.aam-us.org/
• Association of Art Museum Curators http://www.artcurators.org/