

**POSITION DESCRIPTION  
AND  
IDEAL CANDIDATE SPECIFICATION**

**Executive Director and Curator,  
Linda Pace Foundation  
San Antonio, TX**

**Client organization**

*“The Linda Pace Foundation is committed to the charitable vision of its founder. Guided by the donor’s conviction that contemporary art is essential to a dynamic society, the Linda Pace Foundation fosters the creation, presentation, and understanding of innovative expression through contemporary art. Grants support the operation of Artpace, CHRISpark, the public exhibition of Pace’s contemporary art collection, and the work of contemporary artists.” -- Linda Pace Foundation mission.*

The Linda Pace Foundation (LPF), a private foundation, was created in 2003 by the late artist and philanthropist Linda Pace as a vehicle for encouraging the creation, exhibition and dissemination of the work of emerging, mid-career and established contemporary artists and public knowledge and appreciation for contemporary art.

In 1995, Pace founded Artpace, the international artist residency program, as a 501(c) 3 organization. The Foundation provides annual support for Artpace, which is a separate organization with its own board. The two organizations have independent though complementary missions.

During her lifetime, Pace assembled a significant international contemporary art collection which is central to the Foundation’s mission. The collection of more than 500 works of art represents 268 artists, of whom 125 had residencies or whose work was exhibited at Artpace. The collection includes installation art, sculpture, film, photography, paintings, drawings, and mixed media, most of it from the 1980s to the present. It contains multiple themes of race, religion, gender, and politics.

The Foundation is committed to continuing to grow the collection. Recent acquisitions include Cornelia Parker’s room-sized installation, *Heart of Darkness*, and Robyn O’Neil’s epic drawing, *“Staring into the blankness, they fell in order to begin.”*

Currently some of the works are on display in the Foundation offices, at Artpace, and in Pace’s former residence which serves as an exhibition space with limited access and tours available by appointment. The Foundation also has an active loan program which has sent works to London’s Tate Modern, the Brooklyn Museum, and the Louisiana Museum of Modern Art in Denmark, among others.

Expanding public access to the collection is a primary initiative for the Foundation. Plans for building a major exhibition space conceived by Pace were put on “pause” by the LPF

board in June 2009, in view of economic conditions. The Foundation has preliminary plans and schematic drawings for an exhibition space designed by noted British architect David Adjaye, whom Pace hired before her death. Recently Adjaye was selected to lead the team of architects designing the \$500 million Smithsonian Museum of African American History and Culture in Washington, DC.

The Foundation oversees CHRISpark, a three-quarter acre public green space adjacent to its offices that Pace created in memory of her son. LPF also makes grants in support of the work of contemporary artists.

For further background see:

[www.lindapacefoundation.org](http://www.lindapacefoundation.org)

[www.chrispark.org](http://www.chrispark.org)

[www.artpace.org](http://www.artpace.org)

### **Position summary**

The Executive Director and Curator will be responsible for the Foundation's management and operations, liaison with and support for the Board of Trustees, and its external relationships in San Antonio and throughout the contemporary art world.

The additional title of Curator recognizes the significant responsibility that the Executive Director has for managing and enhancing the Collection, increasing its availability to scholars and the public, and recommending acquisitions to maintain its visibility and significance in the contemporary art world.

### **Relationships**

The Foundation is governed by a five member Board of Trustees, and the Executive Director reports to the Board through its President and works directly with all of the other trustees.

Reporting to the ED are:

Foundation Administrator:	Debbie Morgan
Registrar:	Kelly O'Connor
CHRISpark grounds attendants:	Cipriano Alegria and Kat Feurebacher

The Executive Director will also work closely with Artpace's board and management, and is expected to succeed to the Artpace board position that has traditionally been held by LPF's leadership.

**Position priority (to be addressed during the first six months)**

- Work with the Board to design the Foundation's first strategic plan, forecasting both long term and interim options for exhibiting the Collection, including the proposed building, and for fulfilling the mission.

**Primary responsibilities**

- Serve as LPF's chief executive officer, developing and managing its operations and programs under policies established by the Board.
- Develop and recommend to the Board all major policies and programs; develop and implement appropriate initiatives to fulfill them; keep the Board apprised of the Foundation's activities, issues, opportunities and potential impediments to achieving the mission.
- Establish and maintain a collegial working relationship with Artpace and its leadership.
- Serve as the principal spokesperson for the Foundation, working to raise its profile and expand support for its mission.
- Take a leadership role in identifying and developing potential partnerships and collaborations.
- Prepare the annual work plan and budget for the Board's approval; manage the implementation of the budget; and ensure the organization's fiscal responsibility.
- Oversee LPF's investments, serving as a liaison with its investment managers.
- Provide full staff support to the Board in its activities, and make effective use of the Trustees' strengths in achieving the Foundation's goals.
- Recruit, train, and retain skilled and experienced staff members who are committed to the LPF mission.
- Manage the Collection and recommend to the Board acquisitions or other changes in its composition that will enhance its contribution to the LPF mission.
- Increase public opportunities to view the Collection in accordance with the strategic plan.
- Recommend to the Board appropriate artwork lending opportunities and oversee their execution.

- Review and recommend action on any grant applications or opportunities for Board approval; monitor grantee compliance and report results.
- Direct the management of CHRISpark and ensure that its maintenance and enhancement align with the founder's goals.
- Ensure that LPF is in full compliance with laws and regulations relating to the operations of a private foundation.

### **Ideal experience**

- Education: this job requires organizational, analytical and communications skills normally acquired through the completion of a bachelor's degree. An advanced degree or professional certification in art, business, or other relevant areas would be a valuable addition.
- Career background: at least 10 years of work experience, with at least 5 years of supervisory experience, including managing comparable staff and budget and setting organizational and program direction. Experience in the contemporary art world is essential; management responsibility for a significant collection would be a strong plus.
- Proven financial management and oversight skills are required. A sufficient level of investment knowledge to supervise the LPF's investment advisors and ensure that the Foundation is making appropriate financial progress to support its strategic plan is also important.
- Excellent communications skills (oral, written, and presentation) are required, and candidates should have a successful track record in public speaking.

The ideal candidate will also have some combination of the following:

- Experience in working with a skilled, professional, and mission-committed group of directors with differing levels of engagement and expertise.
- Significant experience in the world of contemporary art, ideally including curatorial and collection management and experience in acquisitions, exhibitions, lending, preservation, insurance, and other issues.
- A track record in building and maintaining strong collaborative relationships.
- Project management experience, ideally with a significant building project, would be helpful.

- Experience with, and an interest in, landscape planning, preservation and enhancement to provide for the management of CHRISpark.
- Experience in supervising the work of a broad range of outside advisors (lawyers, CPAs, investment managers, architects, bankers, engineers, project managers, art world professionals, etc.) including those whose skills fall outside those of the candidate.

### **Ideal personal profile**

- A mission-driven individual who is both knowledgeable and passionate about contemporary art.
- An experienced executive who understands how to manage staff and outside professionals, as well as how to work with and provide appropriate recommendations and support to a strong, participatory Board.
- An entrepreneur who works well without direct supervision and who can find his challenges and rewards with a small but highly competent staff.
- A respected individual with a presence in the contemporary art world and with the integrity, ethics, and stature to be an effective representative of the Linda Pace Foundation.

---

*For more information contact:*  
Dorothy Drummer & Associates  
Executive Search Consulting  
1801 Lavaca, Suite 115-A  
Austin, TX 78701

512-320-9983 telephone  
512-320-9984 fax  
dorothy@dorothydrummer.com