



CHIEF OPERATING OFFICER

ASPEN ART MUSEUM

Aspen, Colorado

Aspen Art Museum
Aspen Art Museum
Aspen Art Museum
Aspen Art Museum

The Aspen Leadership Group is proud to partner with Aspen Art Museum in the search for a Chief Operating Officer.

The Chief Operating Officer will provide the leadership, management, and vision necessary to ensure that the Aspen Art Museum has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The Chief Operating Officer will support the work of the Nancy and Bob Magoon Director and the Board of Trustees as a key player in driving the execution of AAM's five year plan, ensuring that interim milestones are met with a focus on improving efficiency and interdepartmental collaboration.

The Aspen Art Museum (AAM) is a non-collecting institution presenting the newest evolutions in international contemporary art. The AAM's innovative and timely exhibitions, education and public programs, immersive activities, and community happenings actively engage audiences in thought-provoking experiences of art, culture, and society. The museum presents first-time US solo museum exhibitions by significant emerging contemporary artists from around the globe; solo exhibitions by established artists that focus on new, unrecognized, or underappreciated aspects of their artistic output; and group exhibitions curated to address prescient or topical contemporary cultural, social, or political subject matter. Upcoming exhibitions include an Andy Warhol retrospective, major commission by Gaetano Pesce, and *Mountain Time*, a film and video exhibition curated with the Whitney Museum.

In 1976, a City of Aspen vote led to the acquisition and development of an out-of-use building at 590 North Mill Street that became the Aspen Art Museum's home until 2014. Built in 1888, the Hunter Creek Power Plant first served the city's silver mining operations while also enabling Aspen to be the first city west of the Mississippi to have streetlights powered by hydroelectric energy. Supporting a recommendation that an art space would offer the most creative and adaptive community service, the city assisted efforts to rehabilitate the disused structure. By November 1977, the Aspen Center for the Visual Arts (ACVA) was incorporated within the state of Colorado, and in August 1978, the ACVA board selected its first director.

On June 16, 1979, the ACVA opened to the public with the inaugural exhibition *American Portraits of the Sixties and Seventies*, featuring works by Diane Arbus, Richard Avedon, Chuck Close, Willem de Kooning, Jasper Johns, Roy Lichtenstein, Robert Rauschenberg, Claes Oldenburg, and Andy Warhol, among others. The first year three years of programming featured a wide range of exhibitions, including one-person shows by artists such as Robert Rauschenberg. In 1984, the board approved a name change to the Aspen Art Museum (AAM) to better reflect its curatorial scope, established its AAM National Council, and became a nationally accredited institution through the American Association of Museums (now American Alliance of Museums).

REPORTING RELATIONSHIPS

The Chief Operating Officer will report to the Nancy and Bob Magoon Director, Nicola Lees.

FROM THE NANCY AND BOB MAGOON DIRECTOR

The Aspen Art Museum was founded by artists. For the entirety of my career, I have believed that artists should lead and that their presence should permeate every part of the structures through which their work is presented. The rare and profound origin story of the Aspen Art Museum is a huge part of why I became passionate about pursuing my role here and is the core value of the culture I hope to continue to grow at the museum.

I started this job on March 15, 2020 – on the day that most cultural institutions in America closed. Historically, creative people have been able to envision new possibilities for a future in the darkest moments. They push us to develop new ways of thinking and being. I believe that Aspen Art Museum, as an institution, is uniquely positioned to foster the kind of generative thought that can act as a blueprint for a better world. Despite how scary this period of uncertainty continues to be, we must remember that the activity that defines the field in which we participate – the field of art – is inherently iterative. It is not static. Even when it attempts to repeat, it changes. It is always a process.

Our monumentality as an institution must be rooted not in believing that we have arrived or that we know, but rather in the infinite possibilities that come from not knowing and also responding, learning, growing, and changing. Our monumentality must be expressed through the scope, depth, and fervor of our commitment to art as something which ultimately can't be put on a shelf. It is something material, but which has the profound potential to change us, our culture, and society in ways that aren't quantifiable. It is essential that our public is as ever-expanding as our ideas and the programs that embody them, and that the many communities of this region feel a sense of both safety and agency in the space we share.

I am seeking a partner to join me in realizing my vision to build and nurture an executive team that feels inspired by our history and purpose to be leaders in their field and work to define the potential of a contemporary art museum in the mountains. As a community, we believe that culture has an important and meaningful impact on people's lives; and as an institution we celebrate artists and cultivate their visions as the true core identity of a contemporary art museum

The Chief Operating Officer will work with us to create a culture that is meaningful and manageable, listening and collaborative, centered around community voices and equitable practices. We all work very hard at the museum and it is important that we also have joy in the day to day.

–Nicola Lees, Nancy and Bob Magoon Director

PRIMARY RESPONSIBILITIES

Finance and Development

The Chief Operating Officer will

- work with the Nancy and Bob Magoon Director, Chief Financial Officer, and Director of Development on long-term business and financial planning for the organization including short- and long-term financial goals and cash flow analyses;
- partner with the Nancy and Bob Magoon Director, Chief Financial Officer, and Finance Committee of the Board of Trustees to establish and approve annual operating budgets as well as a three year financial plan for the organization;

- assure that the organization is in compliance with all state and federal laws with regard to financial practices and filings;
- provide regular financial management reports with the Chief Financial Officer to the Finance Committee and full Board of Trustees on the financial health of the organization;
- manage the museum's property portfolio and create a five year plan for employee housing with the Housing Sub-Committee of the Board of Trustees;
- work with Director, Chief Financial Officer, and Strategic Planning Committee to create and implement five year goals to support Endowment Growth;
- support the Director of Development with the administration of large gifts as well as contracts with sponsors and partnerships;
- support development with corporate sponsorships;
- oversee endowment management; and
- support the Director of Exhibitions with touring contracts, publications contracts, and art insurance.

Human Resources

The Chief Operating Officer will

- build an organizational employee culture focused on the mission, vision, and core values developed with the Nancy and Bob Magoon Director;
- oversee all recruitment, hiring, termination, and onboarding practices;
- oversee all training and employee development functions to foster employee retention and job satisfaction;
- oversee all employment records including proper upkeep of personnel files and the Bamboo system;
- oversee all employee benefits including the type of benefits offered and benefit providers;
- work closely with the Human Resources and Compensation Sub-Committee of the Board of Trustees on appropriate human resource policies, procedures, compensation philosophy, and compensation levels; and
- manage the Diversity, Equity, Access, and Inclusion Director.

Operations and Facilities

The Chief Operating Officer will

- develop, implement, and evaluate plans for the operational infrastructure of systems, processes, and staff to promote AAM's culture and support organizational objectives;
- manage the schedule and drive deadlines in the planning and production of materials for Board and Board Committee meetings, supported by the Chief of Staff;
- establish and monitor policies while producing and updating policy manuals to ensure that they meet legal standards;
- manage the Guide Team and Security Team as well as gathering and managing data to inform annual projections;
- manage building and fine art insurance packages;
- evaluate performance by analyzing and interpreting data and metrics;
- direct and handle legal matters for the organization nationally including trademarks, liability, nonprofit law, and employment issues;
- work with location leaders to develop and execute annual program plans; and
- take on special projects as assigned by the Director.

LEADERSHIP AND KEY COLLEAGUES

Nicola Lees

Nancy and Bob Magoon Director

Nicola Lees joined the Aspen Art Museum as the Nancy and Bob Magoon Director in April of 2020.

From 2016-2020, Nicola served as Director and Curator of 80WSE, a non-profit exhibition space for contemporary art located in Washington Square, under the pedagogical wing of its parent organization, New York University. From 2012-2015 she was the Curator for Frieze Projects; leading the annual not-for-profit program featuring artist commissions, film, and music at Frieze London. In 2015, Nicola was also curator of the 60th anniversary edition of the Biennial of Graphic Arts in Ljubljana, Slovenia. She was previously Senior Curator at the Serpentine Gallery (London) from 2008-2012, where she oversaw interdisciplinary, time-based and performance projects, and artist commissions as well as Park Nights, initiating the Serpentine Cinema series, and the Serpentine Gallery Marathon (co-curated with Hans Ulrich Obrist). Nicola has also curated exhibitions at Malmö Konsthall in 2015 as well as Left Pop Bringing it Home at the Second Moscow Biennale of Contemporary Art in 2007. At the Irish Museum of Modern Art she worked on key solo exhibitions by Alex Katz, Mirosław Balka, Georgia O'Keefe, Nalini Malani, and a group exhibition curated with Philippe Parreno. Over the last fifteen years Nicola has edited and produced a number of catalogues and artist books. Born in London, Nicola Lees lives in Aspen.

Tyler Schube

Chief Financial Officer

Born and raised in Massachusetts, the AAM's CFO, Tyler Schube, went on to attend and graduate from Boston's Northeastern University, settling in the Boston area afterward.

In 2009, he began working at the Massachusetts Institute of Technology's (MIT) Lincoln Laboratory. Fulfilling various roles over a decade, much of his tenure was spent as a program and business manager for internal research and development – a position that ultimately saw him help facilitate the lab's development of vital technological solutions in national security, improve business practices and policies, and work with members of the US Department of Defense in growing the research program itself – which, by the end of his time there, had grown by eighty percent.

From 2015–17, Tyler worked with MIT remotely from Colorado. After moving back East to take a promotion, he and his wife realized how much they missed their Colorado lifestyle, and, after the birth of their daughter, began looking in earnest for the right moment to move West again. Tyler has worked for the AAM since January 2019 as the CFO.

Jaclyn Carr

Director of Development

Jaclyn Carr joined the Aspen Art Museum in May 2021 as the Director of Development. Previously, Jaclyn was a Vice President in the Client Strategy Luxury Division at Sotheby's. In this role, she focused on supporting the long term cultivation of the company's top clients in jewelry, watches, cars, and wine. Prior to joining the Client Strategy group, she oversaw the partnership between Sotheby's and RM Sotheby's, the automotive division headquartered in Ontario. Jaclyn holds a Bachelor of Arts degree from Bucknell University and is an appreciator of the outdoors and the arts.

Dominique Wojcik

Chief of Staff

Having been brought up internationally, Dominique Wojcik is an open-minded young professional with a strong interest in development and strategy. Having spent her high school years in the Roaring Fork Valley, Dominique bridges both local and international spheres. A graduate from The University of St. Andrews,

Dominique started at the Aspen Art Museum as a Development and Administrative Assistant in November of 2019. A strong communicator and team collaborator, she supports the executive team.

PREFERRED COMPETENCIES AND QUALIFICATIONS

Aspen Art Museum seeks a Chief Operating Officer with

- a commitment to the mission of Aspen Art Museum – to present the newest, most important evolutions in international contemporary art;
- strong verbal and written communication skills;
- strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization;
- an ability to clearly articulate the Aspen Art Museum's mission and strategies to a broad range of people;
- the capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load;
- a highly detail-oriented, organized, and motivated temperament;
- strong intellectual curiosity;
- discretion and sensitivity in handling and safeguarding confidential information;
- fluency in written communication, including proofreading and editing;
- superb administrative skills including the use of MS Word, Excel, PowerPoint, and Outlook;
- excellent financial management skills; and
- an ability to work successfully with members of a Board of Trustees.

A bachelor's degree is required for this position as is at least seven years of relevant experience.

SALARY AND BENEFITS

The salary for this position is \$180K to \$200K annually. Aspen Art Museum offers a competitive package of benefits.

LOCATION

This position is located in Aspen, Colorado.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Aspen Art Museum and the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Chief Operating Officer, Aspen Art Museum.](#)

To nominate a candidate, please contact Ron Schiller:

[ronschiller@aspenleadershipgoup.com.](mailto:ronschiller@aspenleadershipgoup.com)

All inquiries will be held in confidence.