

Director, Legal Affairs

The Hammer Museum, which is affiliated with the University of California Los Angeles (UCLA), is known for its artist-centric and progressive array of exhibitions and public programs. Founded in 1990 by the entrepreneur-industrialist Armand Hammer to house his personal art collection, the museum has since expanded its scope. It is internationally recognized for its critically acclaimed exhibitions of both historically over-looked and emerging contemporary artists. The museum also hosts over 300 programs throughout the year, from lectures, workshops, classes, and readings to concerts and film screenings.

The Hammer Museum believes diversity, equity, accessibility, and inclusion are integral to fulfilling its mission to illuminate lives and build a more just world through art and ideas. They actively seek out different perspectives to broaden and enrich their understanding of the world. They believe this inspires thoughtful and provocative exhibitions and programs that serve the vibrant and varied communities that make up the city of Los Angeles.

For additional information about the Hammer Museum, please visit <https://hammer.ucla.edu/>.

Position Summary

The Director, Legal Affairs reports to Deputy Director, Finance, Operations & Administration and works closely with the Museum's executive management. The Director will advise and develop long-range planning and solutions in a variety of areas, including but not limited to administration, contractual, insurance and risk management, governance, and other matters and proceedings specific to museums and unique to the Hammer Museum and its complex organization and governance structure.

She/he/they will work in close conjunction with and provide advice to the Administration department and senior management staff of the Museum in reviewing contracts, insurance and risk management issues, governing documents, internal policies and procedures as they relate to all types of personnel, and all other unique and complex museum matters as they may arise.

SPECIFIC RESPONSIBILITIES

Contracts and Compliance

- Review, interpret, negotiate, amend, advise on, and draft standard, museum-specific, and non-conforming contracts, amendments, releases, forms, and other documents in all areas of Museum programs and operations, including but not limited to exhibition co-organizers and venues; guest curators; artists, artists-in-residence, and art commissions; publishers, printers, and distributors; fine art loans; fine art shipping and customs; author, editor, designer, photographer, and videographer work- for-hire for exhibitions and exhibition catalogues; public speakers, performers, and co-organizers; public engagement performers and consultants; event use and co-sponsorship; construction, foodservice, and catering; and outside vendors
- Provide advice on, review, develop, and implement administration of contracts in all areas of Museum, including but not limited to exhibitions, curatorial, collections, public engagement, public programs, development, communications, operations, and administration

- Review, advise on, develop, and implement contract templates, internal controls, policies, and procedures
- Manage dispute resolution, including drafting and reviewing demand letters and providing advice and support on dispute related matters, in connection with outside counsel, campus counsel, and landlord as appropriate
- Review and advise on invoices, quotes, legal forms, policies, general terms and conditions
- Research, interpret, and advise on compliance and other affairs related to University, real estate lease and landlord issues, and other complex policies and governing documents
- Research and advise on museum-specific standards and best practices related to contract administration, compliance, and enforcement
- Oversee compliance issues with Museum's ABC and alcohol license.

Governance

- Serve as a primary liaison in the preparation of Board meetings and materials
- Oversee implementation of all governance business, including official meeting notices, minutes, resolutions, unanimous written consents, and records
- In consultation with outside counsel, monitors compliance with complex and interrelated governing documents
- Provide guidance and direct support to the Board Chairman, President, and Committee chairs on governance matters
- Collaborate with Museum Director and development department on managing the nomination, onboarding, of new Board members
- Review and advise on nonprofit and museum-specific governance standards, practices, systems, and methods, including but not limited to Board protocols, procedures, proceedings, documentation, information, corporate document filing, and file maintenance
- Research general corporate matters and Delaware law related to Museum's board and governance matters

Administration and Legal Affairs

- Develop and implement planning and solutions on organization and compliance with University policy and museum standards in a range of administrative areas, including but not limited to ethics, professional standards and practices, and records management and storage
- Research and implement solutions for museum and non-profit-related matters, including but not limited to intellectual property (copyright and trademark), public accessibility, immigration, visa, tax, finance, and insurance matters
- Interact with campus/independent counsel and appropriate internal and external public and private offices on Museum issues as needed
- Research and provide advice on nonprofit, art, museum, copyright, and tax laws, as well as various other laws, rules, regulations, ordinances, and policies related to federal, Delaware and California state, Los Angeles city and county rules, UC Regents, and UCLA
- Advise on organization and maintenance of filing systems of administrative, legal, contractual, insurance, and corporate documents
- Maintain organizational permits and licenses, in conjunction with other museum departments as appropriate

- Collaborate with the Chief Human Resource Equity and Engagement Officer and team to support diversity, equity, inclusion, and accessibility initiatives, projects, and to ensure DEIA policies and processes meet Federal, State, Local, and Organizational standards.
- Demonstrate an understanding of business objectives inclusive of DEIA and engagement strategies, conscious and unconscious-bias mitigation, and effective communication, to strategically balance legal risks and inclusive policies when advising the organization.

Insurance and Risk Management

- In consultation with the Deputy Director, Finance, Operations & Administration, and in conjunction with Director, Operations, analyze and advise on risk exposure and mitigation for several hundred Museum programs and events per year, 24/7 Museum operations, and other on-site and off-site activities,
- Analyze and advise on vendor, contractor, and consultant compliance with insurance requirements of Museum, landlord, and Regents
- Develop and implement contractual terms and other strategies, policies, and procedures for ongoing risk management in all areas of Museum operations
- Provide administrative guidance, support and assistance to staff and departments on insurance and risk management matters
- Research museum-specific standards and best practices related to risk management in all areas of Museum operations
- Liaise with peer museums, landlord and University risk management offices, landlord building manager, and outside risk management professionals

Qualifications/Experience/Attributes

- JD (Doctor of Laws) degree or equivalent level of education and experience
- A minimum of five years of relevant experience as a practicing attorney or in-house counsel
- Considerable depth of knowledge in administrative issues, in addition to business management functions, principles, practices, and management trends
- Proven success leading legal and compliance functions with tangible results
- Demonstrated ability to interpret and navigate multiple complex and overlapping policies, requirements, procedures, and agreements, including layered University policies and collective bargaining agreements
- Ability to integrate the activities of a museum with the teaching, research, and public service missions of the University
- Strong interpersonal skills to work professionally and productively with the Museum's and University's diverse communities, stakeholders, and personnel

The successful candidate **will have:**

- Confidence, professional credibility, and executive polish
- Excellent oral and written communication skills
- Demonstrated commitment to diversity, equity, accessibility, and inclusion (DEAI)
- Ability to communicate across different groups effectively; a thoughtful listener with a willingness to seek and consider multiple perspectives and possible solutions
- Ability to be strategic and a hands-on executor

- A strong work ethic and commitment to teamwork and quality
- Personal integrity and accountability
- Excellent judgment, tact, and diplomacy
- Emotional intelligence and a sense of humor

Compensation

The Hammer Museum is prepared to offer a competitive compensation package, which includes the UCLA benefits package, including a competitive base salary as well as health, 401(k), and vacation benefits.

The Hammer Museum and UCLA provide equal employment opportunities (EEO) to all employees and applicants for employment and prohibits discrimination and harassment based on race, color, religion, gender, gender identity, national origin, sexual orientation, age, disability, or veteran status.

For additional information regarding this opportunity, please contact:

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