

Curator of Community Engagement

Department:	Museum Programs/Community Engagement (art, exhibitions, education)	FLSA Status:	Exempt
Reports To:	Executive Director	Effective Date:	June 2020

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Responsible for ensuring the successful delivery of each program (exhibitions and education) to add the highest possible value to the organization and program participants. Responsible for enhancing the curatorial and educational role of the institution through program and project management and planning; Significant administrative and supervisory responsibilities of curatorial and education subordinates.

Essential Duties and Responsibilities

- Initiates and sets goals for organizational programs; researches, plans, develops and implements the Museum’s exhibition program.
- Plans programs from start to finish, including procedures checklists, milestones, deadlines, evaluations, and regular reporting to the Executive Director.
- Serves as project manager for each phase of exhibition production and installation, including de-installation of previous exhibition site preparation, and exhibition component installation. Manages the overall production schedule, budgets, and workflow for current and upcoming projects. Produces working prototypes/layouts of exhibitions and components for testing as a thought partner with senior managers as well as the program and planning team. Ensures that exhibition and experiences spaces are continually in optimal condition, safe and clean.
- Stays current with art museum best practices, policies and procedures and makes sure programs are within the scope of each.
- Identifies, plans, researches, curates and develops art exhibitions including 2-4-year advance exhibition scheduling, and exhibition installation and execution.
- Conceptualizes, designs and executes installation of Museum Permanent Collection displays and exhibitions aligned with the educational mission of the Museum.
- Maintains all aspects of the changing exhibition schedule to assure downtime between exhibitions or during temporary closures is managed to avoid a negative impact on the guest experience.
- Responsible for professional curatorial practices such as acquisitions, preservation, research, interpretation and presentation.
- Responsible for enhancing the educational role of the institution by facilitating learning through experiences with original works of art by scheduling, developing, designing, and managing the Museum’s educational programs, materials and activities in fulfillment of the Museum’s mission.
- Responsible for the performance, attendance, and outcomes of the educational programs including school programs, documentation, and reporting.

Job Description

- Develops and produces curriculum and educational materials for school programs and visitors, and conducts training for instructors, volunteers, or subordinates.
- Develops and retains strong contacts with area teachers and schools including advisory and focus groups to develop/adapt programs according to their needs.
- Develops and conducts evaluative measures for educational programs and events, and creates evaluation reports.
- Participates as active member of Senior Management Team.
- Develops and oversees departmental budget including curatorial and education project grants and makes adjustments throughout the year as necessary to stay within budget.
- Participates in institutional strategic planning to determine goals and objectives of curatorial programs for the Museum.
- Collaborates with development staff and Executive Director to identify funding sources to support existing and new curatorial and education activities.
- Participates with development staff and Executive Director to prepare grant proposals and follow-up reports related to funding for projects.
- Manages grant-funded projects to ensure grant deliverables are met.
- Oversees activities related to Permanent Collection development, including art acquisitions and organization of meetings for the Collections Committee of the Board of Trustees, evaluation, registration, protection, preservation, research and special activities.
- Attends special events, openings, board events, programs, receptions, and meetings.
- Organizes the Collectors Forum membership group meetings, programs and acquisitions.
- In collaboration with the Executive Director, writes and/or produces catalogues, brochures, label texts, and lectures and other interpretive materials and activities related to the Museum's exhibitions and collection activities.
- Assists in formulating and revising collections policies for Board approval.
- Serves as spokesperson when requested by Executive Director.
- Provides information for web site, newsletter and e-newsletter publication related to exhibitions, education and collections.
- Assists with general fundraising when needed including Art in the Park and Off the Wall.
- Maintains and establishes strong contacts with artists, curators, collectors, artwork donors, educational and cultural partners, and consultants.
- Develops community collaborations and partnerships to extend the organization's reach and capacity.
- Creates concepts, edits and ensures timely preparation of exhibition and education marketing materials including announcements, signage, banners and outside billboard.
- Acts as a resource person for public and staff for curatorial and education inquiries.
- Trains, supervises and evaluates a team of professional curatorial and education subordinates, volunteers and interns (if applicable).
- Ensures upkeep of vault, crate storage, shop and curatorial office spaces.
- Conducts evaluation of programs and projects to demonstrate success.
- Oversees Facilities Manager priorities and tasks related to the building and its impact on exhibitions and programs.

Additional Responsibilities

- Other duties as assigned.
- Supports overall Museum strategic objectives.
- Serves as an advocate for the Museum in actions and words.

Supervisory/Managerial Responsibilities

Carries out supervisory/managerial responsibilities with direct-report subordinates in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing, making recommendations for hiring and firing; training employees; planning, assigning, and directing work; appraising, rewarding, and disciplining employee performance; addressing concerns and facilitating problem resolutions.

Minimum Qualifications

5-7 years of program management experience, including curatorial/education experience, strategic planning, and supervisory experience at an established art museum. Knowledge of project management methodologies, processes and tools. Competency with desktop computer, presentation software, spreadsheet software. Effective interpersonal, communication and presentation skills. Ability to perform each project task seamlessly, often switching between high-level strategy and helping with supporting tasks as needed to promote team success. Attention to detail and a high level of efficiency, strategic thinking and common sense problem solving. Ability to understand and manage high-profile, sensitive or controversial situations. At least five (5) years of personnel management experience. Experienced professional and exceptional project manager who can plan and execute complex work on budget and on time. Creative yet practical problem solver, highly organized, detail oriented, and has good judgement. Demonstrates a positive attitude. Is a strong communicator with good people skills who works well in a team setting and across lines of similarities and differences. The position requires strong leadership skills to coach, mentor, and motivate others. The person excels at working in a fast-paced and dynamic organization, and must have flexible availability to work weekdays, evenings, weekends, and holidays as needed.

Education Requirements

Master's degree in art history or related field.

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

Job Description

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually moderate. Work requires evening and weekend hours. Work requires the ability to set and meet deadlines. This position does not require routine or regular engagement in interstate commerce.