



JOB TITLE: CURATOR OF COLLECTIONS & EXHIBITIONS

DEPARTMENT: COMMUNITY AFFAIRS

JOB CLASS NUMBER: 6334

DIVISION: MASUR MUSEUM OF ART

REVISION DATE: 10.5.2024

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

The Curator of Collections & Exhibitions is responsible for the planning and implementation of exhibitions presented through the Masur Museum of Art and oversees the care and scholarship of the Museum's permanent collection. This is a full-time senior staff position that reports to the Director of the Masur Museum of Art and may be responsible for supervision of one or more assistants and temporary staff. In the absence of the Director, the Curator of Collections & Exhibitions assumes responsibilities for general operations of the Masur Museum of Art. Serves as liaison with the Exhibition Committee and the Collection Committee of the Twin City Art Foundation.

EXAMPLES OF DUTIES:

I. Collections

- *Responsible for the care, maintenance, and documentation of collection objects and objects on loan to/from the collection*
- *Responsible for research on collections and related topics*
- *Functions as Museum liaison with the TCAF Collections Committee*
- *Makes recommendations to Collections Committee of objects for accession or de-accession; all recommendations must first be approved by the Director*
- *Maintains information on accessions and de-accessions*
- *Pursues external funding (including grant writing) for collections management*
- *Prepares articles on collections activities for inclusion in Museum publications and press releases*
- *Responsible for researching/recommending/developing new collection storage and movement plan.*

II. Exhibitions/Registration/Public Programs

- *Responsible for the development, implementation, installation, and interpretation of temporary exhibitions*
- *Pursues external funding (including grant writing) for exhibition activity*
- *Organizes and implements plans for installation and de-installation of exhibitions, and supervises preparation staff engaged in preparing, mounting, maintaining, and changing permanent collection and temporary exhibitions*
- *Coordinates and manages details of shipping, crating, packing, transportation, insurance, customs clearance, and storage for collections and exhibitions, and recommendations to Exhibitions Committee of same*
- *Oversees preparation and maintenance of records of collections and exhibitions inventory, accession and de-accession, condition of permanent collection and loaned*

objects, insurance valuation of permanent collection and loaned objects, and of activity of objects in collections

- *Oversees creation and completion of cataloguing and systems forms for collections and exhibitions*
- *Oversees preparation of exhibition labels, brochures, text panels, and other education materials.*
- *Oversees maintenance of Museum collection's storage and temporary loan facilities*
- *Occasional travel to supervise and assist with transportation of collections objects and temporary exhibitions.*

III. Education & Public Programming

- *With museum staff and committees, works to develop, prepare, and promote lectures, gallery talks, presentations, demonstrations, and special events in the areas of the visual arts as needed*
- *Assists Curator of Education and Public Programs with the development, implementation, and promotion of outreach programs, curriculum resources, and library resources as needed.*

IV. Public Relations/Promotion

- *Maintains positive relations with persons associated with the Museum, including, but not limited to, the Museum staff, other City of Monroe employees, volunteers, board, the general public, and the media*
- *Assists in promotions of Museum activities with media*
- *Assists with development and presentation of public programming and civic engagement activities*
- *Serves on City of Monroe committees and advises said committee(s) as to Museum participation and resources.*

V. Other

- *Weekend and evening duties as required*
- *Performs other duties as assigned by the proper authority*

TRAINING AND EXPERIENCE:

- *Bachelor's and/or master's degree in studio art, art history, museum studies, or equivalent required.*
- *Holders of bachelor's degrees must show four years of relevant professional experience.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Demonstrated supervisory, public speaking, writing, organizational and interpersonal skills*
- *Ability to manage multiple, concurrent projects*
- *Ability to work creatively with staff and volunteers in a team approach in planning and implementation of museum activities*
- *Knowledge of art handling procedures and registration duties*
- *Knowledge of current art market and trends*
- *Knowledge of collecting and exhibiting ethics*
- *Preparator experience highly desirable*

LICENSES AND CERTIFICATES:

Valid Louisiana Driver's License

Please Note: *The Curator, with the Director's oversight, will present a multi-tiered exhibitions and collections program that emphasizes artists with diverse backgrounds: artists with local, regional, and national reputations. Working with these seemingly disparate groups of artists will lend each other context by elucidating which ideas are most important to the History of Art, as well as culture in general.*

INTERNAL POSTING PERIOD: 8/7-8/20/24 Position posting goes public after 10th day.

