

FLSA STATUS: Exempt

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MISSION STATEMENT:

SAMA exists to preserve, exhibit and advance American art and is dedicated to making its programs and activities accessible to the people of southwestern area of central Pennsylvania. By establishing and maintaining a museum of art and by providing programs and activities of a public, charitable, civic, cultural, literary, and educational nature, the Museum serves the people of the region. Charged with the development, maintenance, and perpetuation of a permanent collection, the Museum mounts exhibitions designed to evoke an interest in and understanding and appreciation of American Art. As well, it serves as a repository for distinctive collections.

OVERALL PURPOSE OF JOB:

This position is responsible to perform the Museum's curator responsibilities including development and care for the Museum's permanent collection; plan for, prepare and oversee Museum exhibits; write and assist with grant proposals; assist with the Museum's education and experiential programs; provide training in the appropriate handling and care of works of art; act as the Museum's representative in the community.

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

1. **Assist with and oversee exhibitions throughout the institution and work with satellite coordinators in planning site exhibitions.**
KEY MEASURES:
 - Schedule and coordinate an advance calendar of exhibitions for the museums
 - Meet deadlines regarding the exhibition calendar.
 - Create and collaborate on exhibition promotional material
 - Research interpretive materials for exhibitions and the permanent collection
 - Collaborate with Exhibition, Acquisition and Development Committees of Board of Trustees to ensure best practices and innovation
2. **Write and/or assist with writing grant proposals to address the needs of the Museum and/or exhibitions and/or programs/projects.**
KEY MEASURES:
 - Secure funding from external sources to support Museum programs, projects and needs.
 - Collaborate with Exhibition Committee of Board of Trustees to identify and secure funding sources
3. **Provide didactic materials and educational activities for all exhibitions**
KEY MEASURES:
 - Develop accurate and timely information and materials to support exhibitions and educational programs.
 - Cooperate with Educational Coordinator on development of information and materials to support educational and experiential initiatives.
 - Collaborate with Exhibition and Outreach Committee of Board of Trustees to identify best practices and innovation
4. **Assist in the design, writing and production of exhibition catalogues**
KEY MEASURES:
 - Write related essays
 - Supply to Community Affairs Coordinator exhibition listings
 - Provide other information as required to Community Affairs Coordinator
5. **Provide education and training in the appropriate handling and care of works of art to museum personnel, including interns, volunteers, part-time and temporary employees**
KEY MEASURES:
 - Conduct training sessions for museum employees in conjunction with Exhibition Committee Meeting
6. **Supervise museum employees when handling and caring for works of art**
KEY MEASURES:

- Plan, organize, direct, coordinate, communicate, lead museum personnel

7. Act as the Museum's representative in the community

KEY MEASURES:

- Promote activities of the institution
- Prepare and present, in collaboration with education coordinator, lectures as well as educational material as it relates to Museum exhibitions and programs.
- Participate in Museum events including the Gala, Garden Party and Fashion Show
- Attend exhibit openings and related events

OTHER DUTIES OF THE JOB:

1. Assist with ordering supplies
2. Prepare correspondence as needed
3. Perform other duties as assigned or required.

SUPERVISION GIVEN TO THE FOLLOWING DEPARTMENTS:

This position has direct supervisory responsibility for Collections Management and/or Exhibitions Intern

SUPERVISION RECEIVED FROM:

Supervision is *typically* received from the Executive Director

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, Provide close attention to detail, Utilize creativity, Meet frequent deadlines, Work closely with others, Maintain a high level of record keeping/routine paperwork, Compare and evaluate works of art.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Ability to sit, Ability to stand, Ability to walk, Ability to climb stairs, Ability to communicate orally and in writing, Ability to lift between 10 and 50 pounds, Ability to carry up to 50 pounds,

Occasionally Incurred (Less than 25% of time on job)

Ability to reach at high and low levels

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Occasionally Incurred (Less than 25% of time on job)

Exposure to intermittent noise
Occasionally work more than 40 hours.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Occasionally Incurred (Less than 25% of time on job)

Use of eye protection and gloves.

QUALIFICATIONS:

Education

M.A. Art History or related major required; Ph.D. in the art field preferred; Strong academic focus on 20th Century American Art History.

Experience/Training

One (1) to Three (3) years curatorial experience

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills

Ability to apply common sense and follow simple written or oral instructions.

Communication Skills

- Ability to write essays, grant proposals and related exercises
- Ability to read and comprehend general written correspondence, i.e., instructions, manuals, rules, etc.
- Ability to write routine and general business correspondence, reports, etc.
- Ability to establish and maintain effective work relationships.
- Ability to discuss and respond to questions or complaints.
- Ability to present to a group

Math Skills

- Ability to calculate rate, ratio, percentage, discount, commission, etc.
- Ability to apply concepts such as fractions, percentages, and ratios to practical situations

Computer Knowledge

- Word Processing Software
- Spreadsheet Software
- Internet/E-mail
- Desktop Publishing
- Digital camera and associated programs.

Other Characteristics

- Documentation and observation skills
- Strong organizational skills
- Ability to compare and evaluate works of art
- Ability to research interpretive materials
- Ability to follow established confidentiality policy
- Ability to follow established safety standards
- Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.
- Working knowledge of applicable regulations

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Associate: _____	Date: _____
Signature of Supervisor: _____	Date: _____
Signature of Director: _____	Date: _____