

HECKSCHER MUSEUM OF ART

JOB DESCRIPTION

Title: Curator

Reports to: Executive Director & Chief Executive Officer

Staff Supervision: Supervises a full-time Curatorial Assistant

Job Category: Full time

Job Classification: Exempt

Salary range: \$65,000 - \$85,000 Salary commensurate with experience

Position Concept: The Curator oversees the planning and execution of the Museum's curatorial programs, including art acquisition, collections research and interpretation, exhibitions, and supervision of all staff involved in these areas. The Curator directs the preparation of didactic information, brochures, and catalogues that accompany exhibitions. The Curator is responsible for the management of curatorial files and records. Maintains appropriate relationships with professional colleagues. As a department head, the Curator works closely with other institutional leaders and contributes to key Museum initiatives, events, and the preparation of the annual budget. Works closely with the Board of Trustees' Collection Stewardship Committee on collection and exhibition related matters.

Principal Responsibilities: Collections

- Conducts and supervises basic research on the permanent collection and periodically publishes such research in Museum and outside publications.
- Identifies and researches individual works of art for possible acquisition by gift, bequest, or purchase, making recommendations to the Executive Director and the Chair of the Collections Stewardship Committee.
- Assures that the Collections Management Policy is current and reflective of the Museum's mission and American Alliance of Museums standards.
- Keeps abreast of current research and professional practices affecting the curatorial and museum fields.
- As necessary, attends and contributes to Board meetings on issues of collection development and loans.
- Works closely with the Registrar on matters associated with collections.
- In cooperation with the Executive Director and the Building and Grounds Superintendent, oversees the historic Dove/Torr Cottage maintenance and renovation, and its membership in the Historic Artists' Homes & Studios program.

Principal Responsibilities: Exhibitions

- Responsible for leadership in the development and implementation of a three-year exhibition plan.

- Organizes changing exhibitions, recommends exhibitions, and works with museum colleagues to ensure exhibitions further the Museum's mission.
- Works with installation staff to conceive and implement varied installation designs and techniques.
- Manages all aspects of the changing exhibition schedule.
- Works as part of a team that develops and implements all activities associated with exhibitions, including educational programs and outreach, logistical and registration issues, and public relations and marketing endeavors.
- Prepares appropriate didactic and interpretive print materials.
- Helps formulate an annual budget for exhibition-related functions and maintains oversight of the budget.
- Serves as a content specialist collaborating with education professionals responsible for planning and implementation of interpretive elements and educational programs related to exhibitions.
- Works closely with the Registrar on matters associated with exhibitions.

Additional duties: Performs other duties as appropriate for the support of curatorial activities and the Museum's mission.

Minimum Requirements:

- A Master's Degree in art, art history, museum studies, or related field.
- Five years of professional-level curatorial experience in an arts institution.
- Applied knowledge of American Alliance of Museums professional standards.
- Demonstrated scholarship and excellent oral and written communication skills. Effective interpersonal skills, tactful, and diplomatic.
- Excellent design sense.
- Proficient computer skills. Database and software knowledge preferred.
- Highly organized with an ability to scrupulously meet deadlines.
- This position may require occasional weekday evening and weekend hours as needed to accommodate the exhibition installation schedule.

The Heckscher Museum offers a competitive salary and benefits package. It is an equal opportunity employer.