The Mattatuck Museum, Waterbury, CT

JOB TITLE: Chief Curator
REPORTS TO: Executive Director
FSLA STATUS: Full-Time, Salary, Exempt
Salary: $78,000-$90,000 commensurate with experience

The Mattatuck Museum is known for engaging its community in an understanding of the past and providing vision and leadership for the future through its exhibitions, programs, and collections of national significance. These initiatives interpret the history of the greater Waterbury region and art from the Colonial period to the present. The collections at the Mattatuck Museum span the history of American art from the colonial era to the present day with special strengths in Naugatuck Valley history and Connecticut artists, as well as artists from around the world representing the diversity of our community. The collection includes more than 8,000 objects including paintings, unique works on paper, photography, and sculpture. The Museum is also recognized for its collection of buttons, a group of 20,000 miniature works from around the world that was donated by the Waterbury Companies in the 1970s.

The Chief Curator is a member of the Museum’s senior management team, actively participating in shaping the organization’s vision and mission, while directing its exhibition program. This position leads the efforts to build, present, care for, and conserve the Museum’s collections, and is responsible for the support and content of the exhibitions and related efforts. The Chief Curator manages the Curatorial Department and all aspects of its operations.

As the lead spokesperson for the Museum’s collections and exhibitions, the incumbent must be at ease in a highly visible and public position. They must cultivate relationships with donors and collectors building support for the Mattatuck’s curatorial program through gifts, purchases, and exhibition fundraising efforts.

PRIMARY AREAS OF RESPONSIBILITY

Department Leadership
- In partnership with the Executive Director, manage the strategic direction of the department, ensuring alignment with the institutional strategic plan;
- Lead the curatorial team in presenting a dynamic program of exhibitions and collection installations annually;
- With department staff assistance, oversee all aspects of exhibition production (IE schedules and other logistical matters) for originally conceived shows and those travelling from other institutions;
- Plan, develop, and manage departmental, exhibition, collection, and project budgets; and
- Manage, mentor, and develop the Assistant Curator, Collections Manager, and Archivist/Librarian in their work to implement best standards of care and protection for both collections and loans.

Curatorial Vision and Content Authority
- Works with the Executive Director to set the direction and master calendar for exhibitions;
Serves as content authority for exhibitions, ensuring balance of schedule, scholarship, and value for audiences;

Implement an institution-wide curatorial voice for the overall exhibition program;

Conduct research and write exhibition labels, didactics, and catalogue essays;

Works with Education team to develop and deliver docent and volunteer education;

Coordinates with Development team to ensure the accuracy of all funding requests;

Coordinates with the Marketing team to ensure the accuracy of all information delivered to the public; and

Maintains an active presence in the regional and national art community.

Scholarship Efforts

Coordinates the gathering of information, records, and archival material associated with the collection and archives of the Museum;

Manages the departments’ efforts to digitize the records and archives of the collection;

Works cross-departmentally to implement a Museum Experience Initiative that incorporates the digital archives of the Museum, new technologies, and other visitor experience best practices;

Develops and oversees the scholarly content of publications for the Museum; and

Works cross-departmentally to develop and produce the Museum’s publications associated with the collection and the exhibitions.

Institutional Collaboration

Part of senior management team, playing a key role in institutional planning efforts;

In collaboration with the Director of Development, play a key role in donor cultivation to secure works of art and funding for exhibitions, publications and other programs;

Provide content for Museum communications as needed; and

Work in collaboration with the Director of Education to provide interpretive content for school groups, public tours, gallery guides, and public programs.

Collection Acquisition and Deaccession

Plans and coordinates with the Collections Committee the Collection Plan;

Works with the Collections Committee chair to set agendas, develop acquisition strategies, educate members, and enlist support for the Collection Plan;

Develops and implements a deaccession program to build funds for acquisition and to provide space for an upgraded collection; and

Leads and works cross-departmentally to develop and implement a master plan for the presentation of the collection that speaks to a new generation of visitors while serving the needs of traditional audiences.

EDUCATION AND EXPERIENCE REQUIREMENTS

3 to 5 years of progressively responsible curatorial and/or art museum management experience;

Bachelor’s degree in an art, art history, museum studies, or a related field, supported by significant scholarship in the field including exhibitions, publications, and acquisitions (MA or PhD preferred);

A strong professional track record in museum administration, strategic planning, and building collaborative relationships;

Experience in donor cultivation and grant development;

Ability to create and successfully manage an annual budget;
- Demonstrated project management skills, including the creation and implementation of project outcomes and schedules;
- Proficient in the Microsoft Office Suite; and
- Experience with collections management software.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

**Application deadline is Friday, September 3, 2021.** To apply, please send cover letter, current resume, and 3 professional references to: CHIEF CURATOR, Attn: Janice Shambor, Finance Manager via email to janice@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.