

Agnita M. Stine Schreiber Curator
Washington County Museum of Fine Arts

The Opportunity: Agnita M. Stine Schreiber Curator

The Washington County Museum of Fine Arts (WCMFA) in Hagerstown, Maryland seeks a creative, energetic, collaboratively-spirited curator with an interest in creating compelling exhibition experiences and developing our collection. The successful candidate will demonstrate knowledge of current trends in the field, and an ability to engage visitors and varied audiences while also working to the highest museum standards.

Reporting to the Executive Director, The Agnita M. Stine Schreiber Curator will be a well-rounded generalist who enjoys the work involved in making collections and exhibitions accessible to the public. The primary focus of the position is on developing a relevant, appealing, and diverse exhibition program in collaboration with the executive director and museum team, while performing associated collection research, and growing and refining the quality of the collection. The Museum's collection of more than 8,000 objects includes strengths in American painting, world cultures, Old Masters, and regional art. Additionally, the Agnita M. Stine Schreiber Curator will serve as an important voice in museum leadership, participating in long- and short-range planning and the development of the museum's expanded facility.

The successful candidate will be a dynamic, collaborative professional who is a passionate advocate for the impact museums can have within their communities. They will have demonstrated their ability through innovative research and interpretation and a commitment to broad, inclusive audience engagement. Exceptional written and oral communication skills are required, including the ability to address academic audiences and the general public with equal skill and passion

We are a relatively small and hardworking staff; the successful candidate will help to elevate the museum and contribute to an exciting period of growth.

About the Washington County Museum of Fine Arts

WCMFA, founded in 1931, is a premier regional fine art museum. Accredited by the American Alliance of Museums, and with a collection of more than 8,000 objects, WCMFA is the only fine art museum within a 65 miles radius. Free to the public, WCMFA has an ambitious schedule of temporary exhibitions, classes, lectures, concerts, and online interpretive programs. The permanent collection has strengths in American art, Old Masters, and art of world cultures. A beloved community resource, located in beautiful City Park in Hagerstown, Maryland, WCMFA has served seven generations of local residents, and is considered one of the best small museums in America.

The museum is raising funds for an ambitious expansion and is currently in the schematic design phase of planning.

WCMFA is an equal opportunity employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

For more information on WCMFA visit wcmfa.org.

Application Process

Submit cover letter (required) and resume to info@wcmfa.org. Subject line: Curator Search; application deadline: December 15, 2024.

Job Summary

- Provide **leadership, vision, and direction** while developing compelling exhibitions, accessible and engaging interpretive materials, caring for and growing the collection, developing strategies for building curatorial impact, and representing curatorial priorities and concerns.
- Ensure the institution is adhering to **American Alliance of Museums (AAM) standards** for exhibitions, collections care, and curatorial programming. Support the museum reaccreditation process as necessary.
- **Demonstrate an understanding of current trends in the curatorial field** through active participation in professional associations. The museum will maintain the curator's active membership in AAMC (Association of Art Museum Curators) and AAM.
- Performs **research** to further understanding of the collection and to develop exhibitions.
- Attends conferences and events to promote the Museum and keep apprised of developments in the field
- Salary range \$65,000–85,000, the final offer will be based on experience and internal equity. Periodic weekend work and evening hours required.

Administrative

- Develop and adhere to annual curatorial department budget, demonstrate sound fiscal responsibility.
- Correspond and confer with scholars, specialists, and the public. Respond to public inquiries related to the collection.
- Administer contracts with exhibition touring companies, artists, guest curators, and exhibition jurors as necessary.
- Work closely with colleagues and board on museum-wide initiatives and planning, including assisting with developing fundraising strategies, strategic marketing plans, and programming associated with both temporary exhibitions and the permanent collection.

- Negotiate loans and contracts with regional, national, and international museums and galleries as well as private collections, artists, and lenders.
- Serve as Manager-on-Duty on a rotating basis to cover weekend museum hours.
- Flexible attitude and willingness to support team efforts when needed regardless of seniority or responsibilities

Exhibitions

- Envision, develop, and implement an exhibition strategy that is timely, relevant, encourages dialogue, and contributes to the museum's reputation as a leader in the field and an asset to the region.
- In collaboration with the executive director, builds an exhibition schedule that combines in-house exhibitions based on rigorous research and original ideas with collaborative exhibitions developed in partnership with other museums, guest curators, organizations, or exhibition touring companies.
- Propose and develop original exhibition projects: conduct research, correspond with lenders, solicit funding in collaboration with Director of Development, plan installation in collaboration with Manager of Exhibitions & Collections, and produce associated catalogues, labels, and interpretive materials.
- Serve as venue curator for exhibitions developed at other institutions and presented at the museum.
- Collaborate on exhibition design, working closely with Manager of Exhibitions & Collections and strictly adhering to deadlines. Hands-on participation may occasionally be required.

Interpretation

- Create interpretive materials for differing audiences and interest levels.
- Research, document, and interpret works in the permanent collection across multiple platforms (gallery texts, print publications, and online content).
- Develop exhibition support materials including, as necessary: wall texts, object labels, gallery guides, website content, catalog texts, or other forms of print or electronic content.
- Collaborate as necessary with colleagues in education and marketing and communications to develop and promote engaging and dynamic programs that contribute to the museum's mission.
- Organize and present public programs including: academic lectures, less formal gallery talks, online programs, panel discussions, and more.
- Contact content and subject specialists as necessary to further understanding of the collection.

Collections

- Develop and refine collection plan to guide acquisitions, in consultation with the executive director and collections committee.

- Makes recommendations for the permanent collection, including acquisition (through gift or purchase) and deaccessioning. Serves as liaison to Collections Committee
- Knowledge of and comfort with object handling and installation work.
- Periodically update permanent collection gallery installations.
- Strong visual sense and aesthetic standards to work collaboratively on installation plans and graphic materials.
- Ensure, in collaboration with Manager of Collections & Exhibitions, that the collection is properly housed and cared for. Assist in prioritizing and implementing conservation projects, and preparing associated funding requests.

Collaborative

- Participate in planning for the museum's expansion, which is envisioned to include additional gallery space and storage, as well as classrooms, community meeting spaces, and the development of an artist-in-residence program.
- Assist in strategic planning, museum branding, and other projects aimed at the advancement of the Museum.
- Work as part of a team connecting the museum and its collections and exhibitions with the community.
- Ensure exhibitions remain on schedule by meeting deadlines related to exhibition production; follow a collaboratively established curatorial workflow and collection-related procedures.
- Collaborate with Manager of Collections & Exhibitions and the Executive Director on exhibition design.
- Collaborate with Director of Education on staff, docent and volunteer training related to collections and exhibitions.
- Develop relationships with artists, collectors, colleagues.
- Serve as a vocal and visible leader and public spokesperson and ambassador for the institution and its program.
- Supervise and mentor interns, work with staff, volunteer, and contract educators to develop program and tour content.
- Work closely with the Director and Director of Development to identify grants to support exhibitions, collections research, and other areas related to museum growth.
- Cultivation: Engaging with current and future museum supporters to generate gifts of art, develop the collection and attend art fairs, exhibitions, and events as finances allow.
- Attend conferences and events to promote the museum and keep apprised of developments in the field
- Flexibility to work after hours and on weekends for special programs and events.

Qualifications

Required

- Advanced degree in Art History with a specialization in a field relevant to the museum's collection; or equivalent museum experience combined with a degree in Art Administration, Museum Education, or Museum Studies.
- Five year's museum curatorial experience
- Knowledge and understanding of museum ethics and principles, especially with regard to issues of provenance.
- Established track record of exhibitions, professional publications, and active involvement in the field.
- Strong collaborative skills and knowledge of current best curatorial practices.
- Experience managing budgets, familiarity with the costs involved in realizing exhibitions.
- Outstanding public speaking and written communication skills; an ability to convey (and a personal investment in conveying) complex scholarly content to non-specialist audiences.
- Ability to work simultaneously on multiple projects in a highly demanding and fast-paced work environment.
- Aesthetic sensitivity and "good eye" to work collaboratively on exhibition design and graphic materials.
- Proficiency in PC-based Microsoft Outlook, Word, Excel, and PowerPoint. Experience with electronic collections databases.
- Clearance of criminal background check and drug testing required.

Desirable:

- ABD or Ph.D. in Art History with a specialty in a field related to the museum's collection
- Experience developing exhibitions in collaboration with colleagues at partner institutions.
- Established contacts with others in the field, including curators, artists, collectors, dealers, other museum professionals, critics, and art journalists.
- Experience using Veevart.

Physical Requirements:

- Possess mobility to work in an office setting and use office equipment; travel offsite and to different locations; ability to understand printed materials;
- Ability to see, listen and talk for extended periods in person, over the telephone and computer.
- Visual acuity: color perception, close vision, accurate depth perception and distance vision.
- Very frequent sitting, standing and walking.
- Ability to lift up to 15 pounds, pushing and pulling, keyboarding and gripping.

Benefits

- Full-time salaried position with competitive benefits package with health insurance, 403b, and PTO.
- This position is eligible for a flex work schedule (subject to change), with a minimum requirement of three work days in the office each week, and attendance for certain after-hours programs and events. In-office attendance will be required during certain periods, including exhibition installations.
- WCMFA is an Equal Opportunity Employer committed to fostering a workplace culture of accessibility, inclusion, diversity, and racial equity and urges qualified diverse applicants to apply.