Job Description

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<tr>
<th>Job Title: Curatorial Coordinator</th>
<th>Updated: June 2023</th>
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<tr>
<td>Department: Exhibitions &amp; Community Engagement</td>
<td>FLSA Status: Non-Exempt</td>
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<td>Reports to: Chief Curator and Deputy Director of Collections &amp; Exhibitions / Registrar</td>
<td>Overtime: Eligible</td>
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Job Summary

The Curatorial Coordinator provides critical support to the curatorial department by assisting with administrative duties related to exhibitions, collections, registration, installation, and all cross-departmental relations with specific focus on member and donor relations. This position is the lead for the coordination and implementation of virtual and onsite curatorial programs, tours and presentations for key donors and groups and lead for stewardship packets. Assists with the preparation, tracking, installation, care, documentation, and necessary follow-up for the Museum’s collections and exhibitions. Responsibilities include handling art, packing and unpacking crates, keeping records, and specific administrative support as assigned.

Special projects for this position include but are not limited to the administrative oversight and co-lead of the *Homeward Bound* juried exhibitions; the administrative oversight and lead for the patio-area mural projects; co-lead and manages exhibitions as assigned; co-lead for artist celebrations; curatorial lead for the Late Nights, Roanoke Arts Pop, community events as part of a cross-departmental team; key coordinator for 75th anniversary materials.

The Curatorial Coordinator must exhibit a positive, team-oriented attitude across departments, and supports the Museum’s strategic goals and mission. The role requires expertise in exhibition administration and installation functions; program development; the ability to analyze and catalog artwork with care and accuracy; strict attention to detail; and the ability to multi-task and organize multiple projects.

Job Duties and Responsibilities

- Assists the Chief Curator and Deputy Director of Collections and Exhibitions with logistics/facilitation of exhibition documents related to exhibitions that includes correspondence, and logistics including travel arrangements for guest curators and artists.
• Assists the Chief Curator and Deputy Director of Collections and Exhibitions with their travel arrangements, logistics, appointments and creates briefings as assigned
• Administrative lead for exhibitions planning and documents to include oversight of exhibition and artists contracts; the exhibition timeline; the gathering and maintenance of banner and other exhibition proposals; and administers the production of illustrated exhibition checklists and object labels
• Works with Marketing to provide label, didactic, and title texts for design and final formatting
• Aids in onboarding and mentoring the annual TMA Fellow, who reports to the Registrar
• Serves as Altru coordinator for updates to artist, lender, and collector lists; inputs notes from studio and collection visits by Chief Curator and Deputy Director of Collections and Exhibitions, Executive Director, and Registrar
• Serves as website lead for the curatorial department
• Provides responses to unsolicited exhibition proposals and facilitates their review by Chief Curator and Deputy Director of Collections and Exhibitions; responds to accession offers from local artists or unknown parties, and coordinates meeting times for viewing artworks on offer to permanent collection
• Provides research and overview of accession offers
• Lead staff person for tours of exhibitions for community groups, Institutional Members, museum members, and donors - this includes for upper level members conducting the annual architectural tour and the research and implementation of the annual major donor touch tour
• Lead curatorial staff person and on-site for cross-departmental teams including but not limited to Late Nights, fundraisers, membership events, and large community events such as Roanoke Arts POP, Canstruction, and as scheduled for the following including but not limited to volunteer trainings and Museum Studies
• Lead off-site presentations regarding exhibition for Institutional Members and community events
• Primary point of contact for artist/curator submission of lecture PowerPoints; lead for content collection and creation of exhibition/artist PowerPoints for community presentations, member/donor events, and outreach programs; works in coordination with Museum curatorial department for artist and guest curator marketing and collateral approvals
• Works in coordination with Executive Director as key coordinator of 75th anniversary materials including but not limited to publications, research, time-capsule, and archival documentation related to artists and exhibitions
• Lead content submission as requested/pertinent for the Museum’s weekly e-newsletter on behalf of the curatorial department to the marketing department
• Attends weekly internal logistics meetings, monthly marketing, every two months CE or as needed, banner exhibition meetings on behalf of the curatorial department
• Assist the TMA team with the creation and distribution of lender and donor exhibition stewardship packets including but not limited to exhibition materials
• Serves as lead for artist and arts community toasts which includes but is not limited to creating and managing invitation list, RSVPs, invitation creation, event design, timelines, and day of logistics
• Serves as co-lead with guest and in-house curators for Homeward Bound juried exhibition - includes but is not limited to submission of applications, coordination with artists and guest curator, and lead for opening celebration program and logistics
• Performs art handling duties and assists as requested with unpacking and packing of objects, receiving and shipping of artwork; is co-leader for Associates, Contract Handlers, and Volunteer team
• Helps supervise Museum Host/Guard Associates and interns in the gallery and for projects
• Assists the Registrar with the care, oversight, cataloging and record keeping of the Museum’s permanent collection and the implementation of the collections digitalization project
• Helps keep the collections management database current for all objects loaned, borrowed or owned
• Occasionally serves as back up for visitor services and welcome desk coverage
• Other special projects and duties as assigned

Knowledge, Skills and Abilities

Excellent oral and written communication skills; strong research skills; ability to respond effectively and professionally to inquiries or complaints; strong public presentation skills; ability to work effectively with all units and levels of the organization, and demonstration of initiative in taking on new projects; ability to function well with internal and external customers; ability to effectively solve problems and strong conflict resolution skills; knowledge of best practices in museum exhibitions and collections code of ethics; art handling skills and installation skills; excellent computer skills with proficiency in use of spreadsheets, word processing and Windows; ability to use office software and email

Training, Education and Experience

Minimum of a Bachelor’s degree in art, art history, museum studies, or related field
Minimum of 2 years art museum experience

Special Requirements

Must possess and maintain a valid Virginia driver's license and maintain a driving record acceptable to the Taubman Museum of Art

Must be available to work flexible hours including nights, weekends and holidays as needed

Physical Demands and Work Environment

Must be able to stand, walk, and sit; ability to use hands and/or fingers, reaching with hands and arms; must be able to talk and hear; ability to climb or balance and stoop, kneel, crouch and crawl as required; must have the ability to lift up to 50 pounds; must be able to see up close and have distance vision and have the ability to focus; must be able to work in a moderate noise level office environment. Must be detail orientated. Willing to work in a team environment and during occasional high stress situations.

EEOC Statement

The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin,
At the Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same. In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.