



Job Description

Job Title: Curator of 75th Anniversary Gifts to the Permanent Collection	Updated: May 2024
Department: Exhibitions and Community Engagement	FLSA Status: Exempt __X__
Reports to: Deputy Director of Exhibitions	Executive Exempt Monday to Friday schedule. 2-year funded position, on-site remote

Job Summary:

The Curator of 75th Anniversary Gifts to the Permanent Collection focuses on the acquisition of gifts to the permanent collection in honor of the 75th Anniversary in 2026. This includes defining the strategy, potential collectors and foundations, artists, and gaps in the collection. This position is responsible for the research, writing, and presentation to the Collections Committee of potential gifts and the curation of the 75th Anniversary Gifts to the Collection exhibition in 2026. This will be a two-year contract. This position provides input to the reinstallation of the permanent collection and contributes to the research and writing of the 75th anniversary catalog.

Job Duties and Responsibilities:

- Focus on the acquisition of gifts to the permanent collection in honor of the 75th Anniversary in 2026 to elevate the collection and the visibility of the Museum.
- Define and create a plan and timeline to cultivate local and regional collectors along with possible mission-aligned foundations for gifts to the collection.
- Research and define a list of artists and media, which the Museum would like to acquire as gifts that align with the Museum’s acquisitions strategy.
- Establish connections for gift opportunities – as an experienced curator with a proven track record of working with national collectors and foundations.
- Research – cultivate and steward regional and local collectors with the Executive Director’s guidance and connections.
- Research, write, prepare all materials, and present all new gifts to the Collections Committee. Prepare the agenda and send out the minutes following the meeting.
- Work directly with the Executive Director and the Deputy Director of Exhibitions for planning and in collaboration with the Deputy Director of Operations and Project Management, Deputy Director of Community Engagement, and Deputy Director of Marketing for the 75th Anniversary Gifts to the Collection Exhibition in 2026 (on view for 4-6 months).
- Serve as curator of the 75th Anniversary Gifts to the Collection Exhibition in 2026 working directly with the Executive Director and the Deputy Director of Exhibitions, with primary responsibility for researching, writing, and developing exhibition and education-

related materials such as didactics, labels, gallery guides, audio tours that communicate and engage across a variety of diverse audiences.

- Ensure that the 75th Anniversary Gifts to the Collection Exhibition are delivered within agreed budgets and deadlines.
- Engage and provide access points for educators, adults, families, schools, young and elder audiences, bringing people and art together for discovery, learning, and enjoyment through connecting them in a meaningful way with the Museum's newest gifts to permanent collection in honor of the 75th anniversary.
- Provide training of all staff, museum hosts/guards and volunteers with timely information necessary to promote the 75th anniversary exhibition and develop interpretive materials. This will include lectures and talks to various constituencies including members, sponsors, grant-giving bodies, donors, specialist groups, the press, and the public as well as educators and students.
- Ensure that cross-departmental teams including exhibitions, community engagement, marketing, operations, and development is provided with sufficient information including a checklist, overviews, and summaries to prepare for the 75th Anniversary Gifts to the Collection exhibition according to an agreed upon timeline.
- Research and write texts for the 75th Anniversary catalogue and interpretive material for artists that are gifts for the 75th. The artists, length of essay, editing process, deadlines to be defined with the Executive Director.
- With the Executive Director and the Collections team provide input for the reinstallation of the permanent collection in 5-6 galleries.
- With the Registrar and Executive Director determine collections and conservation priorities, explore strategies to strengthen the collection, and ensure the highest standards of ethical practice are met in these pursuits.
- Provide leadership and oversight with the Collections team in the preservation, exhibition, interpretation, and research activities associated with the Museum's outstanding permanent collection in collaboration with the Community Engagement team.
- Provide input for the reinstallation of the permanent collection in 2025 and contribute interpretive materials for the permanent collection on view.
- Work collaboratively with the senior management team and Board committees, recognizing the opportunity not only to educate but to learn from these groups as well, always with mutual respect for experiences and capabilities.
- Provide on-site support on high-visibility days and evenings for openings, late night programming, select Spectacular Saturdays, Member exclusive hours, fundraisers, and other events as identified by the Executive Director.
- Perform other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities

- Proven experience curating, working with collectors and artists, and writing
- Excellent oral and written communication skills, public presentation, and ability to deliver content to diverse audiences
- Current, updated knowledge of American Alliance of Museums guidelines

- Strong, up-to-date knowledge of developments in art, nationally and internationally, through research, networking, and attending exhibitions
- Maintain an excellent knowledge of contemporary, historical, and popular art and culture including excellent professional contacts and relationships with artists, writers, and collectors nationally and internationally
- Robust, flexible, strategic operator with hands-on, can-do attitude to jump in and assist the team when needed regardless of seniority or responsibilities
- Possess the drive and determination to work within a fast-moving environment, delivering within restricted time, space and financial resources
- Ability to work with a diverse range of age groups, learning styles, educational needs, socioeconomic backgrounds, and more
- Excellent computer skills with proficiency in use of spreadsheets, word processing, presentations, and Windows; basic google-sketchup knowledge is a plus; basic graphic design knowledge to provide input on marketing materials a plus; competency in social media applications a plus

Training, Education and Experience:

Position requires a Masters degree in art history, museum studies, or a related field with major course work in art history, fine art, museum studies or arts management, with a PhD preferred. Minimum of 10 years experience in a Museum setting in curating, exhibition design, and interpretation; proven track record acquiring gifts from collectors and foundations. Existing publication history.

Special Requirements:

Remote work is possible for this 2 year funded position. Must be onsite to meet with collectors, for openings and other key Museum events. Will require travel on an occasional basis.

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 occasionally climb or balance and stoop, kneel, crouch and crawl as required; must have the ability to lift up to 40 pounds as needed; 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.