

## ASSOCIATE CURATOR

### POSITION DESCRIPTION

**Classification Responsibilities:** An Associate Curator performs curatorial work which may involve research and implementation of exhibitions; development of exhibition awareness by creating brochures, advertising, news releases, invitations and season schedules; development and implementation of outreach activities including educational materials, tours, artist talks, discussion panels, lectures, and hands-on projects; management and care of the storage and installation of art and artifacts; and supervision and coordination of related curatorial functions. Depending on the area of specialization, employees may also be responsible for collection development duties; monitoring expenses; coordinating docent program; functional supervision of volunteers and/or interns; researching financial support for exhibitions through grants, private and corporate funding; and planning and coordinating opening receptions. This class performs related work as required.

**Distinguishing Features:** The Associate Curator's work schedule is varied so evening and weekend work is included as a normal part of the schedule. Supervision is received from a Museum Curator or a Mesa Arts Center Curator who reviews work through observation, reports, conferences, and results achieved.

Part-time Associate Curator position(s) are used to supplement or enhance the current professional staff on an as-needed basis in subject areas such as: archaeology, anthropology, paleontology, art, and history. This class is FLSA exempt-professional (Full-time); FLSA nonexempt (Part-time).

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in an area of specialization related to the position (e.g., Archaeology, Anthropology, Fine Art, Art History, History, Paleontology, etc.), and considerable (3-5 years) professional-level experience in a museum.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** A Master's Degree in a related field is preferred.

### ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City employees, vendors, contractors, public officials, artists, collectors, galleries, other museums, patrons, donors, volunteers and docents. Arranges donations, negotiates contracts and loans, arranges exhibits, and conducts daily museum

business for collections specialization area. Instructs docent classes, and conducts field trips and/or workshops, lectures, and museum tours. Communicates with City employees in order to prepare budgets, facilitate work, and comply with City directives and policies. Instructs others in area of special emphasis through a variety of formal and informal means. Produces written documents such as reports, exhibit labels, educational materials, catalogs, grant proposals, and other academic publications with clearly organized thoughts using the proper sentence construction, punctuation, and grammar in order to present information regarding the artworks.

**Manual/Physical:** Supervises the installation of museum exhibits in specialty area. Creates special museum exhibitions. May conduct fieldwork appropriate to area of specialization. Properly cares for, handles, and transports art and artifacts. Uses appropriate conservation and safety practices. Performs necessary physical duties related to curatorial and research work. Uses common hand tools such as a hammer, saw, screwdriver, drill, matt cutter, utility blade to pack and unpack artwork, assist in the installation of exhibitions, mount exhibition signage, matt and frame artworks and do minor repairs of artwork. Operates a variety of standard office equipment such as computer, scanner, and slide projector to prepare written reports and materials, exhibition signage. Enters data or information into a personal computer. Prepares and/or updates schedules, graphs, exhibition timelines, Certificates of Insurance, facilities reports, and other documents as needed.

**Mental:** Estimates labor or material costs from blueprints or work plans to construct detailed permanent and changing exhibits. Comprehends and makes inferences from written material in order to construct exhibits, write reports, and develop programs. Prioritizes and assigns work to personnel or prioritizes own work related to exhibits, collection analysis, museum catalogs, and major reports. Reviews or checks the work products of others to ensure conformance to standards. Learns job-related material regarding collection knowledge and identification. Analyzes museum collections in order to make recommendations to management regarding use of collections for study, exhibits, publication, or other purposes.

**Knowledge and Abilities (Common to All Assignments):**

Knowledge of:

the principles of design and display of art and artifacts;  
research methods and procedures;  
the art and artifacts to be used in specific exhibits;  
conservation and preservation methods and techniques related to art and artifacts; and  
packing materials and techniques used to protect art and artifacts.

Ability to:

conduct research;  
visit museums, art galleries, private collectors, and individual artists to obtain loans of art and artifacts for exhibits;  
select appropriate exhibit pieces;  
edit and proof written materials;  
follow through on details and meet deadlines;

plan, organize, and perform work assignments using initiative and good judgment;  
achieve objectives cooperatively;  
functionally supervise the work of others; and  
establish and maintain professional working relationships with coworkers and the staff of other museums.

Abilities (By Assignment):

***Anthropology***

Ability to:

coordinate joint programming and exhibitions between the Southwest Museum and local American Indian non-profit groups and public agencies;  
monitor local American Indian issues pertinent to the museum and prepare recommendations; and  
prepare written material on designated subjects relating to the history and culture of local American Indian groups for distribution to specified audiences.

***Archaeology***

Ability to:

prepare recommendations for the disposition of archaeological finds or the development of archaeological sites owned by the City;  
monitor the museum's volunteer archaeological program, both in the archaeological lab and off-site; and  
serve as the museum staff coordinator for Archaeology Week programming and exhibitions.

***Art***

Ability to:

research designated art subjects and curate specific fine art changing exhibits;  
prepare written material on southwestern prehistoric, historic and contemporary art; and  
monitor fine art exhibitions at valley museums and galleries and serve as the staff resource in the dissemination of information pertaining to art.

***History***

Ability to:

prepare written material on designated historical objects in the museum's collections or historical research topics for exhibits and distribution to various audiences;  
serve as the museum staff representative for local and national historical organizations; and  
make recommendations on the development of the museum's historical exhibits and collections.

***Paleontology***

Ability to:

develop short and long-term goals for the museum's paleontological exhibits and collection;  
make recommendations for the acquisition and preservation of specific paleontological specimens;  
participate, as staff representative, in local and national paleontological and geological organizations and  
promote paleontological events and exhibitions at the museum; and  
prepare material for written and oral presentations for designated audiences concerning the museum's  
paleontological collection.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/15

TO/fl

CS4033.DOCX (Full-time) PAY GRADE: 45

CS4023 (Part-time) PAY GRADE: 45

EEO-Prof

NDOT SAFETY-No SECURITY-No

NDOT RANDOM-No

NIDA-No CDL-No

RESP-No IND-9191

JOB FCTN-ART SWORN-No

INCREMENTS 62-200