

## MESA ARTS CENTER CURATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Mesa Arts Center Curator is responsible for coordinating and overseeing the programming, purchasing, and display of visual art for the five Mesa Contemporary Arts Museum exhibition spaces, atrium space, sculpture courtyard, lecture hall and classroom. The Mesa Arts Center Curator manages the operations of the exhibition spaces including supervising full-time, part-time, temporary staff, and volunteers; oversees and administers Mesa's Contemporary Art Museum Collection; coordinates the installation of purchased artwork for the galleries and other City facilities; serves as the main contact for building rental; and cultivates relationships with donors and potential donors. Responsibilities include: coordinating and scheduling juried art exhibitions, curate exhibitions, and supervising others who curate exhibitions; selecting, cataloging, maintaining an accurate inventory, and accessioning and deaccessioning pieces in the collection; evaluating the condition of art works, and coordinating appropriate conservation and/or restoration measures, as needed. Other duties involve developing and implementing a Gallery Education Program including: preparing and producing educational materials for artwork on display; promoting the galleries to public school students; scheduling special interest tours; and collaborating with other Mesa Arts Center programs such as Performing Live, Community Engagement, Arts Studios, and others to provide hands-on art activities for students and visitors. This class performs related duties as required.

**Distinguishing Features:** Supervision is received from the Arts Administrator who reviews work through conferences, reports and results achieved. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

**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 Fine Art, Arts Administration, Art History, or a closely related field. Considerable (3 - 5 years) experience in museum or art gallery operations and public art programming.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification.** Graduation from an accredited college or university with a Master's Degree in Fine Art, Arts Administration, Art History, or a closely related field.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with coworkers, subordinates, representatives of visual arts groups and organizations, City employees, artists, donors, gallery volunteers, and the general public in order manage the Mesa Contemporary Art Museum spaces and oversee the City's Contemporary Art

Collection and Gallery Education Outreach Program. Instructs and/or trains subordinate staff, temporary employees, and volunteers regarding specific individual exhibits, exhibit tear down, construction and installation. Prepares written documents such as program evaluations, contracts, reports, correspondence, and financial reports. Makes presentations on Mesa Contemporary Arts Museum to service clubs or groups, members of the public, and City officials.

**Manual/Physical:** Reviews the work of others to ensure compliance with standards for the installation of gallery exhibits and use of gallery tools and equipment. Distinguishes colors to assist in reviewing gallery artwork. Operates a variety of standard office equipment to prepare written materials. Performs physical inventories of the art collection. Moves objects such as two and three-dimensional art pieces in the gallery weighing up to 50 pounds to install or take down and pack or unpack gallery artwork.

**Mental:** Plans, organizes, coordinates and oversees Mesa Contemporary Arts Museum operations and related activities. Supervises, selects, trains, and evaluates the work of subordinate personnel. Oversees and administers the City Art Collection. Prioritizes and assigns work to personnel and volunteers, and prioritizes own work for programming, goal setting, budget preparation, etc. Resolves procedural and other work related problems. Develops gallery policies and procedures, and short- and long-term objectives. Conducts research and analyzes data to evaluate Mesa Contemporary Arts Museum to determine if program revisions are necessary to improve service delivery. Performs mathematical calculations and financial and cost analysis to prepare revenue and expense reports on gallery exhibits, and to monitor the Mesa Contemporary Arts Museum budget. Assists in preparing Mesa Contemporary Arts Museum budget. Comprehends and makes inferences from arts magazines, journals, and texts, to expand knowledge and remain current in the art field.

**Knowledge and Abilities:**

Knowledge of:

public art and gallery procedures and guidelines;  
procedures and techniques regarding the installation and procurement of artworks;  
the development of program objectives and goals;  
policies and procedures relating to budgeting, staffing, and directing visual arts programs;  
training methods and design;  
community visual arts programs and organizations;  
art collection management and registration; and  
the processes and procedures used in applying for grants and other visual arts related funding sources.

Ability to:

envision the installation of various artworks;  
anticipate and prepare for the technical requirements associated with artwork installation and display;  
coordinate, oversee and promote the visual arts programming and scheduling of artwork;  
negotiate and administer contracts relating to the acquisition of various artwork;  
plan, organize, and conduct gallery showings, workshops, and competitions;  
effectively communicate both verbally and in writing;

prepare and administer visual arts related grants; and  
deal courteously and tactfully with other employees and all segments of the general public.

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 1/19

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EEO-Prof

JOB FCTN-ART

INCRMENTS 66-200

PAY GRADE: 49

IND-9063

SWORN-No