

## YOUTH MUSEUM CURATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Youth Museum Curator is responsible for coordinating and overseeing the programming, selection, and display of visual art and cultural artifacts for the Arizona Museum for Youth (AMY) exhibition spaces, ArtVille, atrium space, sculpture courtyard, and classrooms. The Youth Museum Curator manages the operations of the exhibition spaces including supervising the exhibition unit full-time, part-time, contract staff, guest curators, interns and volunteers; coordinating the selection, shipping, preparing, and installation of art work; developing bilingual exhibition statements, promotional materials, and other auxiliary materials; and cultivates relationships with artists, collectors, media representatives, government officials, and donors.

Responsibilities include coordinating, scheduling, and evaluating all curated, juried, and traveling art exhibitions; researching topics, selecting art work, overseeing design, construction, and installation of exhibitions; maintaining a digital image library of all art pieces in exhibitions, information on artists, institutions, galleries, and private collections for prospective art work; selecting, cataloging, and maintaining an accurate inventory of items on loan to AMY from artists, institutions, galleries, and private collections, serves on AMY Leadership committee, provides training on art work in the exhibitions for Gallery Educators; evaluating the conditions of art works, and coordinating appropriate conservation and/or restoration measures, as needed. This classification may supervise a Museum Exhibitions Coordinator, Youth Museum Exhibitions Designer, and volunteers. This classification performs related duties as required.

**Distinguishing Features:** This class is supervised by the Youth Museum 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 Requirements.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Fine Art.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with coworkers, subordinates, representatives of visual arts groups and organizations; City employees, artists, donors, gallery volunteers, children, and the general public in order to manage the Arizona Museum for Youth spaces. 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 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 art work. 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 art work. Operates a motor vehicle requiring a standard Arizona Driver's License to pick up supplies and travel to sites to pick up and return art work. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, coordinates, and oversees Arizona Museum for Youth exhibition operations and related activities. Supervises, selects, trains, and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and volunteers. 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 AMY exhibitions 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 prepare and monitor the exhibitions unit budget. Comprehends and makes inferences from arts magazines, journals, and texts, to expand knowledge and remain current in the art field.

### **Knowledge/Abilities:**

Knowledge of:

public art and gallery procedures and guidelines;  
procedures and techniques regarding the installation and procurement of art works;  
the development of program objectives and goals;  
the principles of design and display of art and artifacts;  
research methods and procedures;  
art conservation and preservation methods and techniques;  
best museum practices for storage and packing materials and art handling techniques used to protect art and artifacts;  
environmental monitoring (heating, ventilation, light, humidity and air conditioning) as it relates to the safe exhibition of art work;  
the methods and practices used in: developing, organizing, and publicizing museum educational programs and events;  
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:

research exhibit subject matter;  
incorporate a variety of areas (music, literature, creative drama, and movement) into an exhibit program;  
envision the installation of various art works;  
anticipate and prepare for the technical requirements associated with art work installation and display;  
coordinate, oversee and promote the visual arts programming and scheduling of art work;  
exercise initiative and judgment to improve, develop, and conduct of museum activities;  
collaborate with museum staff members to generate ideas and approaches to exhibit subjects;  
present information in an interesting manner to a variety of audiences;  
accurately estimate design and production costs and recommend economical and appropriate reproduction methods;  
represent the Museum in the arts community to gain cooperation and trust;  
negotiate and administer contracts relating to the acquisition of various art work;  
plan, organize, and conduct gallery showings, workshops, and competitions;  
effectively communicate both verbally and in writing;  
prepare, write and administer visual arts related grants;  
deal courteously and tactfully with other employees and all segments of the general public;  
speak to individuals and groups about exhibits;  
caring for the AMY collection, if any; and  
liaising with voluntary groups, the community (including schools, local history and other groups),  
industry, and grant agencies to secure sponsorship for events, publications and development projects.

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 5/18

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EEO-Prof

JOB FCTN-ART

INCREMENTS 66-200

PAY GRADE: 49

IND-9410

SWORN-No