MESA CONTEMPORARY ARTS CURATOR

JOB DESCRIPTION

Classification Responsibilities: A Mesa Contemporary Arts Curator is responsible for coordinating and overseeing the programming, acquisition, curating, and display of visual art for the five Mesa Contemporary Arts Museum exhibition spaces, sculpture courtyard, lecture hall, and classroom. The Mesa Contemporary Arts Curator manages the operations of the museum and 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 permanent collections and loaned artwork for the galleries and other City facilities; serves as the main contact for building rental; and cultivates relationships with donors and potential donors. Responsible for inventory and coordinating and scheduling juried art exhibitions, curate exhibitions, and supervising others who curate exhibitions; developing marketing strategies with the marketing team; oversight of selecting, cataloging, and maintaining an accurate inventory, and accessioning and deaccessioning pieces in the collection; and evaluating the condition of art works and coordinating appropriate conservation and/or restoration measures as needed. Overseeing the Associate Curator in developing and implementing a Gallery Education Program inclusive of educational materials for artwork on display and promoting the galleries to public school students. Other duties include scheduling special interest tours and collaborating with other Mesa Arts Center programs such as Performing Live, Community Engagement, Arts Studios, and working with other Arts and Culture organizations and City Departments. This class performs related duties as required.

Distinguishing Features: Supervision is received from the Arts Administrator – Deputy Director Visual Arts Engagement and Education 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 the general public, other City employees, vendors, contractors, public officials, artists, collectors, galleries, other museum patrons, donors, volunteers, and docents. Arranges donations, prepares contracts and loans, coordinates exhibits, and conducts daily museum business. Instructs museum staff in docent training, field trips and/or workshops, lectures, and museum tours. Ensures compliance with all city directives and policies. Produces written documents such as reports, exhibit labels, educational materials, catalogs, grant proposals, online content, and other academic publications with clearly organized thoughts using the proper sentence construction, punctuation, and grammar in order to present information regarding the artworks. 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: Distinguishes colors to assist in reviewing gallery artwork. Supervises the installation of museum exhibits in specialty areas. Creates special museum exhibitions. May conduct studio site visits. 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, and utility blade to pack and unpack artwork; and assists 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, materials, and exhibition signage. Enters data or information into a personal computer (PC). Prepares and/or updates schedules, graphs, and exhibition timelines, and works with the Registrar on facilities reports and other documents as needed.

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’s Permanent 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 museum 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 museum services, 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.