CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Curator Of Art And Exhibitions**	**UNION:231**
		SG:8
CLASS TITLE:	**Museum Curator**	**CS:N**
		FLSA:N
DEPARTMENT:	**Museum**	**EEO4CODE:PR**

JOB SUMMARY:

This is a senior position at the Museum with major administrative and curatorial responsibilities. Acts as a liaison with the arts community locally and in the region. May act in responsible charge in the Director's absence.

SUPERVISORY RELATIONSHIP:

Reports to the Director of the Museum. Serves as a member of the Museum Senior Management Team. Works independently in carrying out program goals and objectives. Leads museum curators, arts and exhibitions staff, interns and volunteers as it relates to exhibits. Works under City and Museum policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. In coordination with the Museum Director, provides overall direction and leadership to the Museum in the field of art, including active participation as a member of the Senior Management Team.

2. Coordinates the exhibition team to ensure that exhibitions are directly related to the mission of the Museum, and reflect professional standards and best practices as understood by the museum field.

3. Assists the Director in actively pursuing the acquisition of art on behalf of the Museum, including identification of potential donors, research related to collections, and personal contact with donors on a regular basis.

4. Works with the Director to plan and develop temporary exhibitions for the Museum through loans from other museums, regional artists, individuals, and other sources.

5. Writes, edits, and assists with programmatic material related to art and the Museum, including material related to exhibitions, education, publications, public relations, development, and administration.

6. Independently prepares, or assists Director with, grant proposals and large project proposals. May prepare and present grant, foundation, or corporate requests.

ADDITIONAL WORK PERFORMED:

1. Maintains liaison and current knowledge of the regional and national cultural community and activities in order to take advantage of cooperative opportunities and new developments in exhibitions and arts programming.

2. Other duties as assigned in support of the Museum's mission.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Management skills including supervisory, problem-solving, and decision-making, planning and organizing, adaptability and flexibility, interpersonal sensitivity and time management.
- Excellent oral and written communication skills for working with other staff members, community organizations, and the public. Excellent public presentation skills.
- Proven knowledge of exhibit curatorial techniques, exhibit design, exhibit management processes for handling, preservation, and protection, as well as sources of current knowledge in the field.
- High degree of ethical behavior and knowledge of ethical concerns related to museum work.
- Personal skills working with potential donors.
- Demonstrated experience in strategic planning.
- Advanced written and verbal communications skills to convey complex information to coworkers, supervisors, managers, the Mayor, City Council and the general public.
- Office and computer skills sufficient to function in a professional role.
- Ability to obtain a working knowledge of community organizations concerned with art and history as well as with City and Departmental operations, policies and procedures and pertinent regulations.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - Visual acuity: color perception, close vision, accurate depth perception and distance vision;
    - Very frequent sitting, standing and walking;
    - Frequent lifting less than 20 pounds, pushing and pulling, keyboarding and gripping
    - Occasional balancing, lifting up to 40 pounds, reaching overhead, crawling, climbing ladders and stairs, twisting and driving;

WORKING ENVIRONMENT:

Work is performed primarily indoors in a temperature-controlled environment working around standard office machines, but may also occur outdoors in all kinds of weather. May require lengthy periods of work at a computer workstation. May require work climbing ladders and exposure to paint or lacquer. May operate a motor vehicle. May require travel.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in art, art history, museum studies or related field, with at least four years experience, or
- Master's degree in art history with two years experience in museums.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.
- Supervisory experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

PREPARED BY: Patricia Leach/ss
Lorna McGowan-Smith
11/08

REVIEWED BY: _____
Patricia Leach, Museum Director