

## **Sul Ross State University Position Description**

**Official Title:** Curator of Temporary Exhibitions & Adult Public Programming

**Salary Group:** Unclassified 4

**Job Code:** 3251

### **Summary**

Function: Responsible for research, evaluation, design, acquisition and production of exhibits. Provides Adult Programming and Outreach as well as assist in the museum's daily public service operation and all fundraising initiatives. In addition, provides highly skilled administrative and managerial assistance in the museum.

Scope: Scope includes interaction and cooperation with the Collection Manager, research and program development, lending museums and institutions and the general public. Coordinate a wide variety of activities in the museum including office, gift shop, volunteers, programs and events.

### **Duties**

#### **Temporary Exhibitions:**

Arranges for artists, art galleries, museums, and related organizations to place loaned art objects on temporary exhibit at the Museum. Develops 2 major exhibitions and 4 to 6 small exhibitions annually. Researches, catalogs, prepares, and ensures the security of objects in exhibits. Prepares catalogs, brochures, and other informational materials for exhibits (e.g. buying rules). Coordinates, plans for the installation of exhibitions. Supervises the activities of workers, student workers and volunteers engaged in installing and displaying temporary exhibits. Prepares exhibition budgets, oversees expenditures (e.g. artist commissions) and monitors related contracts. Develops artistic and cultural themes for installed artwork, exhibits and related publicity. Develops and maintains contact with local, regional and national art communities. Selects artists invited to submit designs of artwork proposed for exhibitions. Coordinates with the Director for public events and receptions for exhibits and artists. Responsible for loading and unloading shipments of art and exhibition materials. Prepares grant proposals and solicits outside support and funding for exhibit support. Gives gallery talks and lectures on art topics and exhibitions, as needed.

#### **Adult Public Programming**

Designs and develops the philosophy and vision for Adult Programming in collaboration with the Director. Develops, manages, and maintains budget for lectures, workshops, classes and symposia at the Museum. Develops, manages, and maintains budget for gallery talks focusing on the Museum's collections and exhibitions. Manages travel details for featured participants and sends them detailed itineraries before events. Collaborates with Director to develop press releases, print media, web promotion, and e-mail marketing of programs and events. Provides supervision and support at all Adult Programming activities. Maintains accurate information for Adult Programming on Museum's Web page. Tracks budget expenses and assists with monthly statistics. Build and develop electronic database of potential students, participants and attendees. Arrange Adult Education schedule and reserve space. Create and develop all publicity materials (ads, press releases, e-blasts and website updates. Ensures prompt payment and proper temporary employment and timesheets for instructors are complete. Order any and all necessary supplies for the Adult Education Program.

#### **Museum Operations & Fundraising**

Provides fundraising support at all fundraising events. When needed, the Curator of Exhibitions & Adult Programming will be responsible for opening and closing museum and museum gift shop, supervising volunteers and student workers and can act in the absence of the Director; assist with museum reports and grant applications. Must be available to conduct children and school tours if needed, as well as preparing and executing age appropriate learning activities. Must be available to assist the Curator of the Collections in cleaning the permanent exhibit modules. Must be available to speak to civic groups by doing original research and presentations to professional civic groups or conferences.

### **Museum Administrative and Financial Records**

Prepare and maintain administrative and financial records of museum including correspondence, files, purchases, donations, deposits, credit card, petty cash, travel, accounts and budgets. Manage the museum gift shop including purchases, merchandising, display, inventory, and sales. Supervise volunteer staff and student employees. Manage museum office, daily opening and closing of museum including Saturday and Sunday. Assist Director with public relations, Director's Advisory Committee, programs, special events and fundraisers including publicity, advertising, food, flowers, mailing lists, invitations and reservations. Manage adult and children's program registration and fees. Maintain visitation records and calendar for events, tours and programs. Maintain membership and mailing databases and organize all mailings.

Support and follow the Museum's Strategic Goals.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

Received: Reports to Director of Museum.

Given: Supervises student assistants and volunteers.

### **Education**

Required: Bachelor degree in museum studies, art, history or related field.

Preferred: Master's degree in museum studies, art, history or related field.

### **Experience**

Required: Experience handling and curation of historical materials, historical and material culture research, good communication and writing skills.

Preferred: One year museum or relevant work experience.

### **Equipment/Skills**

Required: Good communication and writing skills. Ability to work with people in diverse situations. Good working knowledge of Windows based computer programs.

Preferred: Knowledge of Big Bend and Borderlands regional history; fluent in Spanish.

### **Working Conditions**

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special: Must be able to handle movement and storage of collection materials.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Director.

Date revised: May, 2018

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