

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CURATOR OF COLLECTIONS

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for planning and managing all aspects of exhibitions at the Appleton Museum of Art.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A Bachelor's degree in art or history is required; a master's degree, is preferred.
2. Years of experience in the field: Three years of exhibition planning and management experience in a comparable art museum is required.
3. Special skills or abilities related to the field: Knowledge of exhibition planning and design, collection management, care, and cataloging of fine art. Knowledge of art preparation. Knowledge of museum standards for displaying works of art. Knowledge of the integral relationships of education to planning and curating interpretive exhibitions and related programming. Knowledge of Management and Supervisory principles and practices. Ability to work collaboratively with all departments in the museum. Ability to communicate effectively both orally and in writing.

ESSENTIAL JOB FUNCTIONS:

1. Work collaboratively with museum staff in planning interpretive exhibitions.
2. Supervise curatorial interns, fellows, and department volunteers.
3. Curate, schedule, manage, originate, design, and implement exhibitions.
4. Research and assess the quality of the permanent collection. Collaborate with the registrar as appropriate.

ESSENTIAL JOB FUNCTIONS (Continued):

1. Interpret, exhibit, and publish the permanent collection.
2. Disseminate written and oral information related to the permanent collection and exhibitions.
3. Work with the director to improve collections through assessment, deaccessioning, and acquisition, according to policy.
4. Collaborate with the curatorial team on conservation and care of the collection.
5. Develop and manage curatorial budgets.
6. Support the education department in collaborating with other educational entities (public and private schools, colleges, and universities) in developing new programs, including supporting the College of Central Florida faculty and staff in integrating educational museum experiences into curricula and supporting the development and implementation of cultural programming.
7. Provide all collection-related content to the education department for docent training; support delivery of training classes.
8. Speak publicly to the community, college, and media, related to collections and exhibitions as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works in an indoor environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: APPLETON MUSEUM OF ART

SUPERVISOR OF POSITION: DIRECTOR OF THE APPLETON MUSEUM OF ART