

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CURATOR OF EXHIBITIONS

PAY GRADE: P-11

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

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

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelors Degree in Art or History is required, Masters Degree, preferred.
2. Years of experience in field: Three years exhibition planning and management experience in a comparable art museum is required.
3. Special skills or abilities related to field: Knowledge of exhibition planning and design, collection management, care, and cataloguing 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 and administrate curatorial interns, fellows, education staff, and volunteers.
3. Curate, schedule, manage, originate, design, and implement exhibitions.
4. Research, interpret, exhibit, and publish the permanent collections.
5. Disseminate written and oral information related to the permanent collections and exhibitions.
6. Work collaboratively with Registrar in the research of the permanent collections.
7. Work collaboratively with Director to improve collections through assessment, deaccessioning, and acquisition, according to policy.
8. Manage exhibition budgets.

ESSENTIAL JOB FUNCTIONS (continued):

9. Cultivate donors and lenders.
10. Work in conjunction with the Education department and the college to advise and support the development and implementation of cultural programming.
11. Work with Education staff to train docents.
12. Speak publicly to community, college and media in relation 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.

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 – Appleton Museum of Art