



## Curator of Art & Engagement

**Department:** 1140

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** President/CEO

**Amount of Travel Required:** As needed

**Job Type:** Regular

**Positions Supervised:** Exhibits & Programs Coordinator

### POSITION SUMMARY

The Curator will help define and implement the artistic direction of the Center's Juliet Art Museum by leading and directing the collecting efforts, exhibitions as well as the programmatic and educational activities of the museum. The Curator will creatively and consistently engage local and regional communities to grow and diversify audiences and promote the museum as a leader in the arts and as a vital resource for education. The Curator will actively engage local and Region-wide communities of artists and position the museum as a catalyst for the arts. This position reports to the President/CEO.

### ESSENTIAL FUNCTIONS

#### Exhibits & Collection

- Supervise and coordinate planning, organization and maintenance of the Museum's collection.
- Lead, in coordination with the Exhibits & Programs Coordinator and the Director of Education, the selection of exhibition themes and associated events.
- Develop long-term exhibition plans for the museum that include events, programmatic elements, funding and promotional strategies.
- Participate in the design and development of museum spaces and permanent collection exhibits.
- Participate in the installation and de-installation of exhibitions.
- Work with the Exhibits & Programs Coordinator and the Acquisitions Committee on the accession/deaccession activities of the collection.
- Supervise the development and maintenance of the institution's registration, cataloging and basic recordkeeping systems using computer databases.

#### Programs & Community Engagement

- Work closely with the Exhibits & Programs Coordinator and Director of Education to develop and implement public programs and events that deepen the museum's role in engaging with artists, communities, issues and local interests.

- Collaborate with the Director of Communications to develop ideas and implement strategies for innovative marketing and promotional material, events and social media and interactive engagement.
- Research and measure audience interests and educational content that fit within the museum's mission.
- Develop plans for new learning programs that connect with all ages of art-interested audiences through artmaking, classes, creative participatory spaces and community engagement programs.
- Become an active and visible ambassador for the Clay Center and Juliet Art Museum in various community events, civic groups, art associations, etc.

### **Administration**

- In coordination with the Exhibits & Programs Coordinator and CEO, prepare annual and long term budgets and plans for the Juliet Art Museum.
- Support the Exhibits & Programs Coordinator in all short and long term aspects of the Museum's operational needs including but not limited to: repairs, lighting, climate and pest-control, signage, security, etc.
- Work closely with the Collectors Club to expand the group's membership and support their activities to enrich the Juliet Art Museum's collections and programs.
- Write internal and external articles to document and promote the museum's assets and programs.
- Work with the CEO, Vice-President of Development and the Development team in identifying, cultivating and stewarding existing and prospective museum donors.
- Collaborate with the Center's Development team and grant writer on the identification, planning and writing of grant proposals to support the museum's exhibits, programs and public engagement initiatives.
- Insure the complete implementation of granted programs and timely and accurate reporting to grantors and donors.
- Insure the existence and consistent implementation of robust training programs for education staff, curatorial and preparatorial staff and for docents and interns.

### **POSITION QUALIFICATIONS**

#### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Autonomy - Ability to work independently with minimal supervision.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Self-Confident - The trait of being comfortable in making decisions for oneself.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.



**WORK ENVIRONMENT**  
**INDOOR-CLIMATE CONTROLLED**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Clay Center has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment and the company reserves the right to change this job description and/or assign tasks for the employee to perform as the company may deem appropriate.