

ERIE ART MUSEUM JOB OPENING

Seeking applicants for position of CURATOR

Position Description

The Curator of the Erie Art Museum shapes the museum's most important public programming—the exhibitions. The Curator manages 12 to 15 exhibitions a year as part of a team of the highly motivated individuals who comprise the museum staff, working especially closely with the Director, Registrar, and Education department. The Curator is also responsible for the day-to-day management of the museum's diverse collections, numbering some 8,000 objects spanning the last 3,000 years of human accomplishment. The Curator reports to, and works closely with, the Director.

Description of Work

Essential functions: *The following list is illustrative and is not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude specific duties not listed if such duties are a logical assignment to the position.*

- Develop exhibition schedule, with director
- Develop, with director, permanent collection exhibits
- Research, write and edit materials for exhibit text and labels
- Write exhibit-related articles for newsletter, catalogs and other publicity materials
- Coordinate exhibit schedule with artists
- Obtain materials from artists such as checklists, price lists, artist statements, resumes and mailing lists
- Assist Registrar to install exhibits
- Prepare loan forms, traveling exhibit contracts
- Oversee collections projects, managing intake, acquisition, photography, and inventory procedures for all incoming and outgoing art objects.
- Help build collections database, expanding old information and checking accuracy
- Proofread publications and correspondence
- Serve as Database Administrator for the Collections Database
- Serve as Librarian, accession and organize books; supervise interns/work study students on this task
- Supervise Interns on writing, installation and other Museum Studies projects; provide guidance and constructive criticism
- Assist with special events as needed

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- Assist director with additional tasks as needed
- With Volunteer Coordinator, staff Info Tent during Blues & Jazz; also, prepare artist contracts, tech info and needs for Blues & Jazz
- Shared duties with the rest of the staff, including occasionally answering phones, taking class registrations, preparing mailings.

Qualifications Required

The Curator will demonstrate a combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge: Thorough knowledge of art and art history; art techniques and media; exhibition design and installation; artwork conservation and preservation; museum publications research, design and layout.

Skills & Abilities: Perform effectively as a member of the team in carrying out the Erie Art Museum's stated mission and philosophy.

Experience, Education, and Training: Graduation from an accredited college or university with a bachelor's degree and a minimum of four years progressive, professional experience in an art museum, including at least two years in a management capacity. Preference is given to candidates with a Masters degree in Arts Administration, Art History, Fine Arts, Museum Studies, Humanities or a related field with an art emphasis.

Compensation: Based on experience, and commensurate with that of similar institutions.