Date: May 25, 2012

JOB DESCRIPTION

Position: Associate Curator
Department: Museum of Contemporary Craft
Reports To: Director and Chief Curator
FLSA Status: Exempt

Primary Purpose: The Associate Curator assists in all curatorial activities, including exhibitions, public programming, and collection/archive development. This position manages logistical details for the curatorial department’s exhibition and public programming activities, publications, and other curatorial projects. This position supports MoCC staff, PNCA faculty and students, and researchers from outside of the College community with research on the Museum collection and archives. This position reports to the Director and Chief Curator.

Description of Duties & Responsibilities:

Curatorial Programs: Exhibitions and Collection
• Curates and/or administers exhibitions and curatorial projects with guidance from the Director and Chief Curator. Exhibitions may be original, borrowed from outside institutions or in collaboration with external curators/artists.
• Writes, edits and/or contracts writers/editors for online essays, print and e-book publications.
• Works collaboratively with curatorial team on installations and logistical planning for exhibitions and projects.
• Organizes production schedule with Communications and outside contractors for exhibition design and publications.
• Collaborates with Director and Chief Curator on interpretive needs and exhibition design to create a mission-based and innovative exhibition schedule.
• Supports Director and Chief Curator with original research, writing and presentations.

Public Programs
• Supports education of volunteers and staff on curatorial content.
• Conducts tours and lectures as needed within the Museum, community, and at conferences.
• Responsible for programming The Lab as an interactive space that connects community with the Museum.
• Maintains relationships with museum professionals, artists, craftspeople, and designers to strengthen public programming.
• Collaborates with Curator of Collections and Registrar on collection needs and website initiatives as needed.

Administration:
• Provides administrative assistance to the curatorial team.
• Arranges schedules, travel, lodging, hospitality, and other details for visiting speakers, etc.
• Manages research inquiries, exhibition proposals and payment processing.
• Provides administrative support for Exhibition Advisory Committee.
• Maintains records to support grant reporting.
• Maintains promotional and marketing schedule deadlines with Communications.

Required Qualifications:
• Master’s degree in art, art history, design or museum studies preferred; strong interest in the history of craft and/or design
• 2+ years of curatorial and/or public programming experience in a museum environment and proven knowledge of professional museum practices.
• Experience in handling, moving and packing art objects.
• Familiar with Microsoft Office Suite (excel required), Keynote; familiarity with InDesign, Photoshop preferred.
• Ability to work collaboratively with diverse groups from the community-at-large (local, national, and international)
• Ability to prioritize a demanding workload, meet deadlines, and work flexibly under pressure.
• Strong verbal and written communication skills.
• Administrative and research experience; must be well-organized and detail oriented with strong follow-up skills.