



Job Title: Museum Curator

CLASSIFICATION DESCRIPTION

Department: Art Education Center

Pay Grade: 111

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position plans and coordinates the care, storage and display of permanent and changing exhibitions. Responsibilities may include: developing and implementing policies and procedures related to the collection and exhibition of artwork; planning, organizing and monitoring the presentation of changing/traveling and permanent exhibitions; directing and participating in historical art research; coordinating the registration, cataloguing, preserving and care of art collections; and supervising assigned museum and administrative support staff.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Develops and manages museum exhibitions which include: developing and implementing policies and procedures; developing exhibition concepts; researching museum exhibits; writing content; planning, organizing and monitoring the presentation of changing/permanent exhibitions; coordinating contracts; and directing layout and design.
- Develops and implements curatorial strategic plan, short and long-term goals, policies and procedures related to permanent collection, exhibitions and cross-departmental collaboration.
- Develops educational programs to enrich exhibitions; conducts lectures.
- Negotiates and coordinates contracts for exhibitions including artists, collectors and lenders, independent contractors, and traveling exhibition companies.
- Contributes to marketing strategies, direct design aesthetic, oversee curatorial publications, related video production, social media, and all related marketing materials.
- Communicates with the public, students, faculty, scholars, stakeholders, community leaders, and the media on inquiries related to exhibitions and collections.
- Trains docents.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Prepared: February 2023

- Coordinates and plans curatorial departmental budget.
- Researches art work objects in order to catalog and document them accurately; utilizes findings for instructional and informational purposes; and researches collections to find specific object(s).
- Oversees cataloguing, care and conservation of collections; develops and builds various collections.
- Utilizes the Museum System (TMS) software for research; ensures accuracy of records.
- Seeks funding and resources for special exhibitions and related programs; provides information for grants.
- Maintains contact with collectors, donors, art institutions, museums, and College staff in acquisition of special collections.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in art, art history, museum studies, or in a field related to assigned area; three (3) years of related work experience in a museum, including supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles;
- Museum collections management;
- Museum exhibit development;
- Curriculum development;
- Educational principles and practices;
- Basic marketing principles and practices;
- Customer service principles;
- Research practices and methods;
- Public relations principles; and
- Computers and related software applications.

Skills in:

- Creating exhibits;
- Creating marketing materials;
- Public speaking;
- Conducting research;
- Preparing records and reports;
- Providing customer service;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate employees;
- Delegate and prioritize work;
- Develop and implement operational policies and procedures;
- Develop museum collections; and
- Develop and present educational materials.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subject to exposure from dusts, odors, and chemicals.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.