

## **Paris Gibson Square Museum of Art Curator of Art Job Description and Vacancy Announcement**

The Paris Gibson Square Inc. DBA: Paris Gibson Square Museum of Art (PGS) Curator of Art is responsible for exhibitions, publications, and public and donor contact related to programming and collection. The Curator is part of a management team responsible for fund raising, budget management, marketing and audience engagement, and achieving organizational goals for strategic growth.

Overall, under the direction and supervision of the Executive Director, the Curator of Art is primarily responsible for coordinating and administering a vibrant exhibition program that appeals to a wide and diverse audience. Specifically, he/she is responsible for directing all activities surrounding the planning, budgeting, funding, designing, interpretation, mounting and shipping of museum exhibitions. The position encompasses the oversight and duties of Curatorial, Preparator and Registrar activities. The Curator supervises staff and volunteers in the following positions: Collections Management Coordinator, Preparator, Registrar and Curatorial Assistant, to achieve the responsibilities outlined below.

### **Responsibilities**

#### **Exhibition Development and Publication**

- Provides leadership in exhibition development and implementation plans and maintains advance exhibition schedule, organizing in-house exhibitions and traveling exhibitions, working with guest curators, and securing external exhibitions. Responsible for exhibition contracts, scheduling and installation. Establishes and follows protocol for portfolio reviews and exhibition/program proposals and responds to unsolicited proposals. Maintains exhibition files and records of exhibition history together with program staff. Develops and updates PGS Exhibition Guidelines.
- Develops interpretative materials for exhibitions and exhibition catalogs, serving as the primary author of interpretation and assigning program staff as needed, and works with guest essayists in the development of text. Prepares or assigns written material on exhibitions and/or artists for museum publications, collateral materials, and publicity. Works with marketing & communications staff to develop marketing and audience engagement strategies.
- Leads planning and design of installations with staff curators and artists, tackling 'hands-on' functions to make designs a reality. Oversees the installation and maintenance of exhibitions for public viewing.
- Works with Director of Education to create an educational environment for the art objects, including researching, planning, and developing educational material for public programs, conducting tours, and assisting in training volunteers to conduct tours.

#### **Museum Collection**

- Assists in the development, maintenance and exhibition of the PGS Collection.
- Participates as a member of the PGS ACE Committee, providing leadership on acquisition considerations, and assists in all related activity.

- Assists in developing and maintaining relationships with patrons, artists, and collectors to the benefit of the PGS Collection. Participates in the Contemporary Collectors Circle activities and organization.

### **Teamwork**

- Works with development, education and curatorial staff to develop grant applications for exhibition projects and publications.
- Works with management team to manage budget and to develop and achieve organizational goals.
- Assists in maintenance of building and grounds.
- Assists in fundraising campaigns and efforts to gain support of exhibitions, public programs, and acquisitions to the Collection.
- Assists with staffing PGS public events, greetings the public and conducting exhibition tours.

### **Represents PGS**

- Acts as liaison, alongside and at the request of the Executive Director, to the regional art community and assists generally in to regional art community and assists generally in PGS promotion and public relations.
- Represents PGS before professional agencies, organizations, institutions and media in coordination the Executive Director and Education Director.

### **Professional development**

- Stay abreast of regional and national professional museum practices and art community trends and help ensure that staff and board are informed.
- Maintain relationships with curatorial colleagues from museums in the region and beyond.

### **Requirements**

College degree in art, art history, or museum studies; Master's degree preferred. Three to five years of professional level curatorial experience required. Supervisory experience also required.

### **Knowledge**

Thorough knowledge of contemporary art, and specifically of the art and culture of the Western United States. Knowledge of museum operations, research methods, fabrication materials, use of tools, lighting techniques and technologies.

### **Skills & Abilities**

Strong writing and research skills. Requires a high degree of planning, management and communication skills. Requires skilled listening, questioning, interpreting, and ability to foster cooperation between program staff, guest curators, artists, volunteers, outside experts, contractors and consultants. Requires high level of curatorial design/layout skill and knowledge of exhibition construction. Independent judgment and ability to deal with deadlines and time pressures are required of this position.

## **Compensation**

This full-time position is compensated with a salary from \$40,000-42,000 DOQ plus benefits. Benefits include health care stipends and a generous personal leave benefit.

PGS is an Equal Opportunity Employer.

## **Applications are now being accepted and are due by April 13, 2019.**

Application requirements:

Letter of interest addressing specific interest in working at PGS, in Great Falls, MT, at this time

Résumé

Three letters of recommendation (for this position)

Profile of a favorite exhibition project (with images)

## Scope of Work:

The primary responsibility for the Curator of Art is to coordinate and direct all activities surrounding the planning, designing, interpretation, mounting and shipping of museum exhibitions. He/she also is responsible for hosting exhibition receptions and acting as the primary liaison for exhibiting artists. The Curator of Art is responsible for supervising the care and development of the permanent collection; for developing promotional materials such as posters, postcards, exhibition catalogs, and news releases; for hosting exhibition receptions and acting as primary liaison for exhibiting artists; for coordinating and participating in lectures, panel discussions, and other interpretive programs related to the exhibitions; for establishing and maintaining collaborative relationships with other community groups and organizations as appropriate; for working with the Curator of Education to plan exhibition-related educational programs and activities; for working with museum staff to design and implement audience development strategies; and for contributing information to the museum's newsletter. The Curator is responsible for developing the department's budget and ensuring income and expenditures are maintained within budget parameters. He/she is responsible for initiating and soliciting exhibition sponsorships and working with museum staff to develop grant proposals to support the museum's exhibition and program goals. He/she also must maintain necessary records and complete follow-up reporting requirements. In addition to these duties the Curator also serves as the Registrar and oversees Paris Gibson Square Museum of Art's documentation, maintenance and care of all artworks in the organization's permanent collection. The Curator will take the lead in planning and implementation of the annual Art Auction. In addition to curatorial duties for the auction that include the procurement of art, processing, shipping and facilitating jurying of art, artist contracts and general exhibition duties. Participate in and often lead sponsorship and development for curatorial programs, events and exhibits.