AUBURN
Human Resources

Curator, Art Collect & Exhibit

Job Description

JOB INFORMATION

Job Code	AB02
Job Description Title	Curator, Art Collect & Exhibit
Pay Grade	LM09
Range Minimum	$50,670
33rd %	$60,800
Range Midpoint	$65,870
67th %	$70,930
Range Maximum	$81,070
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Curator

JOB SUMMARY

Provides full curatorial management for the University to include (but not limited to) acquisition, maintenance, scheduling, installation, conservation, lecturing, and documentation of collections.

RESPONSIBILITIES

- Inventories, evaluates, and documents condition of artwork.
- Makes recommendations for conservation to include following/establishing professional care policies and ensuring that equipment and furnishings are available for artwork.
- Oversees and maintains databases related to artwork.
- Builds and improves collections through selecting works of art to enhance collections and making recommendations for acquisitions, accessions, and de-accessions.
- Meets with donors to review and acquire new works for the permanent collection of art.
- Oversees the storage, receipt, installation and maintenance of artwork and physical property of the museum.
- Conceives and organizes exhibitions from permanent collection and temporary exhibitions to include initiating loan opportunities with peer institutions/private collectors, procuring furnishings and equipment for exhibit display, managing scheduling, and writing didactic materials and publication text for exhibitions.
- Researches information related to art history, identifying provenance and conservation issues needed to prepare text for exhibits, prepare presentations, enhance curatorial policy development and other related research tasks.
- Serves as a resource to faculty, students, donors, researchers, patrons, and public on issues related to curatorial projects, art conservations, and/or art history/exhibits.
- Maintains various artwork related budgets for the museum.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Art, Art History, or related field	and	4 years of	Experience in the procurement and maintenance of collections for exhibition	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of curatorial procedures to include acquisition, installation, and conservation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.