AUBURN
Human Resources

Asst Dir, Curatorial Affairs

Job Description

JOB INFORMATION

Job Code	AB20
Job Description Title	Asst Dir, Curatorial Affairs
Pay Grade	LM10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
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JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Museum Operations

JOB SUMMARY

Reporting to the Janet L. Nolan Director of Curatorial and Educational Affairs, the Assistant Director of Curatorial Affairs oversees and implements the complex set of activities required to plan and realize all museum exhibitions for The Jule Collins Smith Museum of Fine Art, the university's on-campus teaching museum. Primary role responsibilities include managing all exhibition schedules, timelines, budgets, and resource allocation for multiple projects underway at the same time. The position also manages, preserves, and cares for the permanent collection; also oversees the work of the museum's Registrar and Preparator, as well as other curatorial staff.

RESPONSIBILITIES

- Leads the planning and coordination of all museum exhibitions, liaising with stakeholders across the museum. Supports exhibition curators, including guest curators, faculty, and staff, in meeting delivery timelines for exhibition content. Maintains long-range exhibition schedules and budgets, assigning projects and tasks as necessary to ensure effective workflow management. Shares information internally to meet the needs of other museum units. Sets and manages all logistical requirements to guarantee the smooth and effective execution of exhibitions and installations, ensuring they are on time and within budget. Creates and finalizes exhibition budgets, monitors actuals versus budget, and reports regularly on project costs. Supervises the Preparator, as well as various contractors, staff, and vendors working on exhibitions. Schedules all exhibition meetings and regular check-ins related to specific projects, ensuring the museum calendar is updated accordingly.
- Coordinates all in-house and off-site exhibitions, as well as permanent collection gallery changes, proactively anticipating and resolving issues. Manages all logistical requirements to ensure the smooth and effective execution of exhibitions and installations. Initiates and oversees loan requests, producing loan letters and securing all necessary receipts and paperwork. Works closely with the Registrar on insurance and condition reports. Schedules all exhibition loans with lending institutions, and handles all aspects of packing, unpacking, crating, and de-crating works of art for travel, including additional art handling and shipping needs. Supervises staff and collaborates with the Director of Operations to ensure the safe, efficient, and specialized movement of artworks for exhibitions. Ensures proper facilities conditions, preservation, and storage for exhibition objects and furniture.
- Supervises the Registrar, ensuring the excellent long-term storage and care of all art objects, including public art on university property within the museum's collection. Oversees the timely and accurate management of all object records and documentation related to the permanent collection, including the photography of objects. Facilitates a smooth and efficient acquisitions review process.

RESPONSIBILITIES

- Collaborates with guest scholars and other stakeholders on museum projects, identifying opportunities for additional research and publication related to collection objects. Supports exhibition curators, including guest curators, faculty, and staff, in meeting delivery timelines for exhibition content. Assists museum colleagues with external editing and design processes. Compiles exhibition-related text for wall labels, title walls, and panels. Produces illustrated checklists for all exhibitions and shares them with internal stakeholders.
- Responds to and coordinates requests from museum staff for image reproductions related to both on-site and off-site exhibitions. Negotiates agreements with lenders and copyright holders for reproduction requests, collaborating with the Communications and External Relations unit for publications, publicity, marketing, and related uses. Liaises with museum staff on exhibition publication projects, including catalogues and scholarly publications, as part of a long-range exhibition schedule and budget. Works with internal and external stakeholders to ensure deadlines are successfully met.
- Coordinates traveling exhibition tours organized by the museum, including preparing proposal materials, communicating with potential tour venues, and managing shared cost tracking and reconciliation.
- Represents the museum at various public programs, professional development workshops, seminars, and conferences. Identifies supplemental funding opportunities to support exhibitions and the collection, including preparing proposals and grant applications for initiatives and special projects.

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	
Bachelor's Degree	Arts Administration, Business, Museum Studies, Public Humanities, Art History, Arts Education, Education, Cultural/Visual Studies or related field.	and	6 years of	Collaboratively conceptualizing, designing, and installing relevant, creative and innovative exhibitions in an arts and/or culture environment for diverse community audiences with progressively increasing levels of responsibility and accountability.	Or
Master's Degree	Arts Administration, Business, Museum Studies, Public Humanities, Art History, Arts Education, Education, Cultural/Visual Studies or related field.	and	4 years of	Collaboratively conceptualizing, designing, and installing relevant, creative and innovative exhibitions in an arts and/or culture environment for diverse community audiences with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Object handling, as well as understanding the exhibition field at large; knowledge of best practices of museum policies and procedures.	
Thorough knowledge of best practices in museum policies, practices, and procedures, including legal and ethical issues.	
Knowledge of exhibition touring systems and requirements to ensure safety of collection objects on loan to outside institutions, or being borrowed from other institutions, including domestic and foreign loan procedures, courier arrangements and travel.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic computer software, e.g. Google suite (Calendar, Docs, & Sheets), Adobe Creative Suite, SketchUp, Microsoft Office Suite.	
Demonstrable knowledge of business and management principles involved in strategic planning, contracts, resource allocation, human resources, leadership techniques, and coordination of people and resources.	
Ability to gather data, compile information, and prepare reports.	
Ability to foster a cooperative work environment.	
Ability to communicate effectively and professionally.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:
This position may require nonstandard work hours.