AUBURN
Human Resources

Dir, Curatorial & Educational Affairs

Job Description

JOB INFORMATION

Job Code	AB46
Job Description Title	Dir, Curatorial & Educational Affairs
Pay Grade	LM15
Range Minimum	$100,550
33rd %	$130,720
Range Midpoint	$145,800
67th %	$160,880
Range Maximum	$191,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	2/24/2025 10:58:55 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director of Curatorial and Educational Affairs leads the stewardship and programmatic work of the university's art museum to foster meaningful and transformative experiences at a premier teaching institution that celebrates the visual arts and cultural discourse. Reporting to the Executive Director, the role bridges the art collection and exhibitions with research, outreach and instruction to present exceptional and innovative student-centered experiences and collaborative faculty engagement, alongside synergistic partnerships with the university community and beyond. A key member of the museum's senior leadership, the Director executes administrative and budgetary matters; establishes policies and procedures; and collaborates around long-range planning to ensure and expand the impact of the visual arts toward the enrichment of the university and its national and international visibility.

RESPONSIBILITIES

- Manages the curatorial and educational functions of the museum. Establishes guiding principles that align with its mission, ensuring excellent collection stewardship and dynamic exhibitions and engagements that are cross-disciplinary, multi-sensory, relevant, authentic, accessible, diverse, and inclusive. Impactful object-based programmatic work particularly will strengthen the academic role of the museum within the university and foster collaboration that increases social interactivity and creative participation on-campus, online, and offsite. Assesses unit functions, priorities, and processes to ensure efficiencies, excellence, and alignment with museum best practices and American Alliance of Museums (AAM) accreditation standards.
- In close collaboration with senior leadership, utilizes best practices and art-based pedagogies to conceptualize, plan, develop, and implement an inventive 3 to 5-year calendar for exhibitions, collections and engagements that energize instructional dynamics and that foster faculty/student and surrounding communities' engagement across all curricula, extracurricular research and publishing, all to open new perspectives. Emphasizes a visitor-centered experience that expands visual arts impact on the public sphere, establishes programmatic impact goals that ensures engagement and learning across all demographics as well as underserved segments, governmental/civic entities, and works to advance the museum's visibility and reputation.
- Regularly monitors programmatic effectiveness, utilizing best practices, art-based pedagogies and visitor studies to analyze qualitative and quantitative statistics and other engagement metrics for use in evaluation, reports, and grants and funding proposals. Continually assesses results for effectiveness, relevance, and resource prioritization. Ensures timely and collegial responses to questions and feedback.
- Incorporates multi-generational learning and participatory experiences that foster critical and creative thinking skills, experimentation and global competence, emphasize cross-disciplinary, co-creation, multi-sensory, and programmatic designs for learning opportunities that cultivate notions of inclusion, life skills, emotional intelligence, and well-being. Applies new models of cultural participation and artistic/scholarly

RESPONSIBILITIES

	practice that also utilize technology, social media, and other digital tools to frame an experimental and experiential environment.
•	Administers the museum's art collecting activities, establishing priorities and plans for collection care, research, documentation, and access. Ensures core museum documents related to the collection, exhibitions and engagements are current. Implements actions from these documents, such as deaccession and conservation initiatives, loan requests, or acquisition decisions, in a timely manner.
•	Builds and maintains a network of professional relationships with the university community, colleagues, artists, scholars, writers/poets, actors/film makers, researchers, lenders, donors, dealers, educators, curators, collectors, and other specialists locally, nationally, and globally to support programmatic goals. Represents the museum at professional, academic, social forums, and arts/educational initiatives with university, regional, national, and international colleagues, along with the broader cultural community.
•	Conducts original research and assists faculty, students, scholars, interns, and others as needed in their own research. Lectures, teaches and/or leads tours and other engagements.
•	Develops and manages the unit's annual budget, particularly tracking expenditures to ensure adherence to goals, in collaboration with the Director and other senior staff as needed. Executes clear contracts in a collegial, timely and efficient manner. Identifies applicable grant opportunities, drafts proposals and other funding requests, and supports other relevant fundraising initiatives. Recruits, trains, mentors, and manages a collaborative and strategically focused staff, inspiring and nourishing capacity and a culture of flexibility, innovation, creative learning, risk-taking, transparency, experimentation, open communication and accountability.

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	Art/Art History, Arts Education, Education, Public Humanities, Cultural Studies, Museum Studies, Visual Studies, or related field.	and	7 years of	Conceptualizing, designing, and implementing exhibitions and engagements in an arts and/or culture environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of exhibition/education/engagement planning, design and implementation methods	
Knowledge of museum ethics and principles, especially regarding issues of provenance	
Knowledge of art/history, museum teaching and object interpretation strategies, and also the field of visual arts, including a range of historical periods, cultures, genres, materials and artistic trends	
Knowledge of arts education, especially in a university museum setting, as well as pedagogical and engagement trends in the areas of academic/university, adult and family learning	
Knowledge of field trends, best practices and art-based pedagogies, and digital engagement for the museum/cultural field as related to visual arts and its multi-disciplinary intersections, with a demonstrated commitment to excellence, innovation, and progressivism	
Knowledge of visitor/stakeholder assessments and evaluations and quantitative/qualitative data analysis paired with implementation efforts and initiatives	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to conceptualize, initiate, and manage the installation of exhibitions and engagements that support courses and highlight current and new research; successful use of transcultural, cross-disciplinary and non-linear approaches	
Excellent verbal, presentation, public speaking and written communication skills for a wide range of stakeholders and colleagues from different cultural and social backgrounds, varying ages, language skills, and physical abilities that utilizes high-level emotional intelligence	
Visionary and strategic leadership and demonstrated success committed to learner-centered interpretive values that create/contribute to engaging audience engagement in galleries, off-site and on-line experiences; demonstrable capacity to analyze, synthesize and accurately discuss and present varied primary and secondary documentary sources and materials, and other pertinent information.	
Comfortable with frequent interactions with individuals including donors/VIPs and press, as well as faculty, students, and other educational professionals; eager to contribute to development and fund-raising initiatives, including active participation with grant-writing, management, and reporting.	
Strong problem solving, conflict resolution, and interpersonal skills; exceptional team and collaborative leadership skills, especially liaising with colleagues; comfortable leading large/small and diverse groups and energized about the opportunity to provide direction and mentorship through inspiration, consistency, and example.	
Ability to work well and collaborate effectively with a wide range of stakeholders and audiences including faculty, staff, volunteers, funders, sponsors, members, the general public and other constituencies.	
With attention to detail, demonstrated experience to proactively, calmly, positively, flexibly, and successfully plan, strategize organize, and implement organizational, financial and administrative goals while incorporating the broader goals of the museum to meet deadlines, unexpected business needs, and/or multiple changing priorities; can maintain a high work volume often under pressure; multi-tasker with excellent time management skills.	
Minimum Technology Skills: Computers (and Office Suite software) and phone; experience with Collector Systems, a collection management software or a similar software platform.	

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			25 lbs
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 and distinguish colors.