

### JOB INFORMATION

|                         |                                |
|-------------------------|--------------------------------|
| Job Code                | AB02                           |
| Job Description Title   | Curator, Art Collect & Exhibit |
| Pay Grade               | LM09                           |
| Range Minimum           | \$48,710                       |
| 33rd %                  | \$58,450                       |
| Range Midpoint          | \$63,320                       |
| 67th %                  | \$68,190                       |
| Range Maximum           | \$77,930                       |
| 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.

### 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 be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education                           | And | Years of Experience | Focus of Experience   |
|-----------------|--|-----|---------------------|---|
| Master's Degree | Degree in Art, Art History, or related field |     | 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:

### 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 and distinguish colors.