



## Position Announcement

### Assistant Curator of Exhibitions

Tohono Chul is seeking a part-time (20 hours/week) organized and team-oriented Assistant Curator of Exhibitions who will thrive in a fast-paced environment and who is well-suited to working with a small staff. The Assistant Curator of Exhibitions reports to the Curator of Exhibitions, and assists in the development and implementation of creative art exhibits that reflect Tohono Chul's goal of connecting nature, art and culture. Duties include but are not limited to the following:

#### **Duties and Responsibilities**

- Assist in conceptualizing, developing, researching, and implementing art and cultural exhibits that are relevant to Tohono Chul's mission
- Work directly with individual artists, artists' groups, museums and collectors to borrow work for display
- Execute contractual agreements with inventories of borrowed artworks and prepare all internal paperwork
- Assist with the research and writing of introductory gallery notes, exhibit labels, graphics, and other interpretive materials as well as digital graphic materials
- Assistance with placement, design, installation, and lighting of artwork in the gallery for each new exhibit
- Assist with the proper care, handling, storage, and exhibition of Tohono Chul's permanent collection
- Prepare registration files, records and databases associated with objects in the permanent collection
- Maintain and update artists and collectors database
- Coordinate public receptions for new exhibits, working with Reception Committee volunteers
- Coordinate communications and publicity materials about the exhibition program for the marketing department
- Assist with supervision of volunteers in Exhibit House
- Work as part of the staff team during special events such as Bloom Night, Holiday Nights, Plant Sales, etc.

The above description reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

#### **Work Schedule**

This is a part-time, hourly, non-exempt position with hours to be determined Monday through Friday. However, due to the nature of this position, evening and weekend events require some flexibility in the scheduled hours of work.

#### **Qualifications**

##### Knowledge/Skills

- Art handling and object management experience, including packing and shipping
- Knowledge of artistic techniques, museum practices and gallery installation
- Ability to work on multiple projects simultaneously in a deadline driven environment, to manage, track and accurately prioritize several projects at a time

- Ability to work independently and or collaboratively with others to achieve overall goals and objectives
- Demonstrated interpersonal skills and ability to work effectively with public and volunteers
- Excellent communications skills, both written and oral
- Self-motivated and detail-oriented
- Collections management, conservation, or registration experience preferred
- Proficiency with Windows OS and Microsoft Office, including Outlook, Word and Excel; experience with Past Perfect collections software, Filemaker Pro, Adobe Creative Suite and digital photography

#### Training

- Bachelor's Degree in Art, Art History or related field; Professional experience in a museum's collection, exhibition, registration department or gallery
- At least two years professional experience in a museum exhibits, collections or registration department, or gallery
- proven success in program development and implementation

Submit cover letter, resume, and references no later than **August 15, 2014** to:

Jo Falls, Director of Education  
Tohono Chul Park  
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Tucson, Arizona 85704  
[jfalls@tohonochul.org](mailto:jfalls@tohonochul.org)