

TOHONO CHUL

Position Title: CURATOR OF EXHIBITIONS

PRIMARY PURPOSE OF POSITION

The Curator of Exhibitions has direct responsibility for the research, planning, design and execution of an annual schedule of rotating art and cultural exhibits which interpret Tohono Chul's overall goal of connecting nature, art and culture in the Sonoran Desert region. Responsible for the quality and appropriateness of the Park's art and cultural exhibits, the Curator of Exhibitions interacts directly and indirectly with the visiting public on a regular basis and plays a key role in ensuring an exceptional visitor experience. The Curator's duties involve leadership, planning, administration and supervision. The Exhibits Department is part of the Education and Visitor Services Division and the position reports to the Director of Education and Visitor Services.

DUTIES AND RESPONSIBILITIES

Exhibit Development

- Conceptualize, develop, research, design and execute art and cultural exhibits that interpret the Park's mission
- Preparation of an annual exhibition schedule for three on-site exhibit spaces
- Cultivate positive working relationships with individual artists, artists' groups, private collectors and other museums
- Execution of contractual agreements, arranging all necessary insurance and inventories for loaned artwork
- Arranging for pick-up, delivery, packing and shipping of loaned artwork
- Design and preparation of exhibit labels, graphics and related printed materials
- Installation and lighting of each exhibit
- Planning and coordination of public receptions and special events for exhibits
- In collaboration with Marketing, preparing and distributing media press releases, exhibit related graphics and publications, and website updates
- Facilitating gallery sales, shipping/delivering purchased artwork and overseeing the generation of related sales reports

Education

- Research and writing of exhibit labels, gallery notes and other interpretive materials
- Training of volunteers and docents as exhibit interpreters, supervision and training of Entry Hall volunteers and oversight of the volunteer Reception Committee
- Collaboration with Director of Education in developing educational activities to complement exhibits including but not limited to demonstrations, lectures and workshops

Collections

- Responsibility for maintenance of the Park's Permanent Collection, including cataloging, conservation and interpretation, stressing best collections management practices and methods
- Periodic review of the collections policy and preparing reports for the Collections Committee

and Board on the state of the Collection

- Meetings as required with the Collections Committee to assess potential additions to the Collection or need for de-accession

Administration

- Making recommendations for the development of policy and procedures within assigned functional areas
- Analyzing the needs, and developing and supervising specific programs and projects within functional area
- Preparation and management of department budget and support grants
- Maintaining artwork, collector and artist databases
- Supervision of Exhibit Department staff and volunteers, including a standing Reception Committee and Welcome Desk volunteers

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 full-time, salaried, exempt position with hours 8am to 5pm, Monday through Friday. However, due to the nature of this position, evening and weekend events may require some flexibility in the scheduled hours of work.

QUALIFICATIONS

Knowledge/Skills

- Comprehensive knowledge of the principles and practices of museum management, and museum collections best practices
- Considerable skill in planning, directing and organizing museum art exhibits and related activities
- Demonstrated ability in creating and designing exhibits, including the appropriate techniques for shipping, receiving and handling art objects
- Knowledge of Native American arts and cultures in the Sonoran Desert region, including native peoples of northern Mexico
- Strong organizational skills
- Excellent communication skills, both written and oral
- Considerable skill and knowledge of research methods
- Grant writing experience
- Demonstrated interpersonal skills and ability to work effectively with public and volunteers
- Proficiency with Windows OS and Microsoft Office, including Outlook, Word and Excel; experience with Past Perfect collections software, Filemaker Pro, Adobe Creative Suite (in particular PhotoShop and InDesign); and, digital photography

Training

- A Bachelor's degree in museum studies, art, art history or related field; Master's preferred
- Four or more 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 to:

Jo Falls, Director of Education

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