

ART CENTER CURATOR

2525

Date: May 2006

Department/Division: Art Center

FLSA: Non-Exempt

Reports to: Art Center Director

PURPOSE OF POSITION

Under general direction of the Art Center Director, plans, develops designs and coordinates exhibitions of art and supporting interpretive educational programs including: publications, didactic panels and labels, lectures and tours for the Art Center.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Develops, coordinates and implements exhibitions and supporting programs including publications, labels and lectures designed to provide visitors with an interesting, informative educational experience.
- Researches and contacts artists, museums, and collectors to explore developing exhibitions around their work.
- Prepares publications, brochures, newsletters and articles concerning programs and events.
- Works with appropriate staff to arrange and coordinate materials and collections on loan from other institutions and individuals.
- Works with permanent collection conducting research on and developing future collecting goals and supporting educational materials.
- May supervise and direct the work of other staff, including volunteers, in developing exhibits and programs.
- Researches and writes grants in support of exhibitions and supporting programs.
- Plans, organizes and presents lectures on various topics.
- Attends meetings related to planning and operations.
- Assists in the review and examination of collections to develop conservation strategies.
- Prepares and present reports concerning collections, exhibits and operations and assist with the preparation of the operating budget.
- Establishes and maintain effective working relationships with City Officials, other agencies, fellow employees and the general public.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Post graduate degree in Art, Art History or closely related field and professional experience in a museum or educational setting, or equivalent. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Thorough knowledge of art history, research and conservation procedures; museum practices, standards and ethics and copyright laws; computers and related software programs. Ability to create publications and news releases concerning exhibits; good organizational and records management skills, and skill in the use of computers, and the ability to complete work assignments accurately and in a timely fashion with proper attention to detail.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak clearly, distinctly and effectively with fellow employees and patrons; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Work Environment

Work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors.

Special Requirements

None

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382

Dated: May 31, 2006