

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Curator of Exhibitions</u>
Sch.& Grade	<u>PAT- 9</u>
Class Code	<u>BE58</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Art</u>

PRIMARY PURPOSE:

Performs responsible and professional administrative, educational and technical work related to the special exhibitions and publications of the Springfield Art Museum.

SUPERVISION:

Under the general supervision of the Director of the Art Museum.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists the Director of the Art Museum in planning and originating special and traveling exhibitions drawn from the collections of private and corporate collections as well as from galleries and the collections of other museums.
2. Designs and installs exhibitions.
3. Coordinates exhibition schedules.
4. Researches, designs and develops exhibition catalogues, invitations and other museum publications, including providing photographs and creating layouts for these publications using computers. Must be able to create commercial printer ready, desktop publishing catalogues for production.
5. Prepares and presents gallery talks, lectures and written educational material related to exhibitions.
6. Prepares written reports pertinent to the exhibition programs, as required.

IMPORTANT FUNCTIONS:

1. Attends various seminars and conferences, participates in professional development activities.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of art and art history; art techniques and media; exhibition design and installation; artwork conservation and preservation; art work matting and framing; museum publications research, design and layout. Principles and procedures involved with commercial printer ready, desktop publishing catalogues including software.

Abilities

Utilize sound independent judgment and make responsible decisions and recommendations; prepare and present reports, speeches, programs; utilize necessary computer software applications; communicate effectively both verbally and in writing; prepare and maintain clear, comprehensive reports; read, understand, apply and comply with regulations governing the use of grant monies; create catalogues for production; follow oral and written instructions; deal effectively and courteously with associates, customers, and the general public; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; performs the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Art, Art History and/or Museum Studies plus at least three years professional curatorial experience in an art museum. A Master’s degree may be substituted for one year of the experience requirement.

Physical Requirements

Performs bending, squatting, kneeling, and reaching to ground level and overhead; pushes and pulls up to 75 pounds; lifts objects up to 50 pounds; holds and grips objects; must be able to operate a computer keyboard and mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office/museum environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Must be able to work a flexible schedule to accommodate evening and weekend exhibitions, presentations and/or work activities.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4776
Comments:	Updated Abilities	Date: 1/20/98

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____