
Auburn University Job Description

Job Title:	Dir, Museum & Chief Curator	Job Family:	No Family
Job Code:	AB12	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Provides the vision and artistic direction for the Jule Collins Smith Museum of Fine Art and ensures the institution reflects Auburn University's commitment to excellence in the arts. Defines the museum's scope and direction of exhibitions, programming, and acquisitions. Develops and executes an ongoing programmatic schedule that supports the land-grant mission of the University, captures the interest of the community, and embraces the multidisciplinary mission and vision of the arts district in concert with the Jay and Susie Gogue Performing Arts Center.

Essential Functions

1. Demonstrates curatorial leadership by developing and planning all curatorial initiatives including, but not limited to, each season's exhibition schedule, education experiences and publications, and digital resources acknowledged extensively in the field for their excellence and engagement to broad and diverse audiences.
2. Advances an innovative curatorial vision for the museum by bringing new philosophies, ideas, and approaches to exhibitions, collection installments, the permanent collection, acquisitions, educational experiences, and museum events.
3. Oversees the execution of the museum's strategic plan ensuring alignment with the University's mission, vision, and strategic goals.
4. Collaborates with the museum's major gifts officer to build and maintain a diverse and inclusive Advisory Board that is highly engaged and assists with leveraging and securing resources.
5. Acts as spokesperson for the museum to a wide and inclusive audience locally, regionally, nationally, and internationally.
6. Maintains open communication with all constituencies regarding the evaluation of financial and programmatic aspects as well as overall impact. Compares performance to stated milestones and goals.
7. Works collaboratively with the Jay and Susie Gogue Performing Arts Center, University partners, and community stakeholders in the development of a multidisciplinary arts district.
8. Maintains adherence to guidelines for the American Association of Museums (AAM) and the Association of Art Museum Directors (AAMD) to ensure continued AAM accreditation and AAMD membership.
9. Supervises JCS Museum staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met.

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.

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The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Museum Studies, Arts Administration, Art History, or related field.
Experience (yrs.)	10	Minimum of ten years of progressively responsible curatorial and art museum management experience. Seven years must be at a senior level position with experience in leading curatorial practice, educational programming, and museum administration.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge of museum curating, research, and collection development. Expert knowledge of the guidelines for the American Association of Museums (AAM) and the Association of Art Museum Directors (AAMD).

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/15/2018
