
Auburn University Job Description

Job Title: **Curator, Art Collect & Exhibit**

Job Family: No Family

Job Code: **AB02**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Provides full curatorial management for the University to include (but not limited to) acquisition, maintenance, scheduling, installation, conservation, lecturing, and documentation of collections.

Essential Functions

1. Inventories, evaluates, and documents condition of artwork.
2. Makes recommendations for conservation to include following/establishing professional care policies and ensuring that equipment and furnishings are available for artwork.
3. Oversees and maintains databases related to artwork.
4. Builds and improves collections through selecting works of art to enhance collections and making recommendations for acquisitions, accessions, and de-accessions.
5. Meets with donors to review and acquire new works for the permanent collection of art.
6. Oversees the storage, receipt, installation and maintenance of artwork and physical property of the museum.
7. Conceives and organizes exhibitions from permanent collection and temporary exhibitions to include initiating loan opportunities with peer institutions/private collectors, procuring furnishings and equipment for exhibit display, managing scheduling, and writing didactic materials and publication text for exhibitions.
8. Researches information related to art history, identifying provenance and conservation issues needed to prepare text for exhibits, prepare presentations, enhance curatorial policy development and other related research tasks.
9. Serves as a resource to faculty, students, donors, researchers, patrons, and public on issues related to curatorial projects, art conservations, and/or art history/exhibits.
10. Maintains various artwork related budgets for the museum.

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.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Art, Art History, or related field
Experience (yrs.)	4	Experience in the procurement and maintenance of collections for exhibition

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

Knowledge of curatorial procedures to include acquisition, installation, and conservation.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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 more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/9/2012
