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## Auburn University Job Description

Job Title: **Coord, Curatorial & Exhibitions**

Job Family: No Family

Job Code: **AB09**

Grade LM04 \$31,100 - \$43,500

FLSA status: Non-exempt

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### Job Summary

Reporting to the Director of Curatorial Affairs, the Curatorial and Exhibitions Coordinator provides curatorial and administrative support to expand art's impact and grow and enrich the relationship of the museum with its communities, the region, and the state. Proactively organizes schedules and internal logistics, coordinates administrative processes, and researches, analyzes, and prepares reports. The Curatorial and Exhibitions Coordinator is a key member of the curatorial unit team, whose work supports the implementation of the Museum's vision of a highly-creative, outward-facing, visitor-centered institution in service to the university, the region and the nation that welcomes everyone to explore, experience and engage with the visual arts.

### Essential Functions

1. Reviews all curatorial and exhibition texts through drafting and proofreading text, labels, checklists, and other exhibition and collection materials. Coordinates and maintains curatorial documentation, including loan agreements and other records, both in hard copy and in the collection management system.
  2. Compiles, researches, and maintains interpretive information on the collection and temporary exhibitions. Archives exhibition-related materials such as installation images, didactic texts and any related correspondence. Drafts exhibition installation and logistics schedules. Maintains exhibition schedules.
  3. Coordinates appointments, meetings, and speaking engagements for the Director of Curatorial Affairs and the curatorial unit including university stakeholders. Schedules itineraries for on-and off-site meetings; makes arrangements for curatorial travel including hotel reservations, flights reservations, external meetings, programmatic event tickets, and all transit related matters and creates reimbursement documents. Creates presentation materials and other related documents.
  4. Organizes and schedules the unit's meetings which topics may include exhibition planning, long-range and strategic planning, finance, and grant application. Assists in the preparation of departmental and curatorial supply chain optimization, supply budgets, and coordinates expenditures. Assists in preparation of the unit's annual budget proposals and coordinates financial processing, record keeping, and other financial matters .
  5. Serves as a liaison between the museum and other units on campus, state agencies, and other external organizations as requested by the Director of Curatorial Affairs; liaises with other museum units; and collaborates with curatorial staff in planning presentations to museum staff and volunteers. Responds to research inquiries and other requests from institutions and the public; disseminates general information regarding museum and curatorial matters to the faculty, staff, students and members of the public.
  6. In the absence of Director of Curatorial Affairs, may supervise curatorial TES employees, volunteers, interns and work study students.
  7. Performs such other duties as assigned by the Director of Curatorial Affairs that may arise in the course of the museum's development and needs.
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### **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	Four-year college degree	Degree in Art History, Arts Education, Education, Museum, Cultural, and/or Visual Studies, Public Humanities, Cultural Studies, Museum Studies, Library Studies, or related field.
<b>Experience (yrs.)</b>	2	Experience in curatorial research and/or art installations.

#### 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

Thorough knowledge of best practices of museum policies and procedures. General knowledge and interest of Art and Art History, Arts Administration, Museum Practices. Working knowledge of basic art handling and installation methods. Knowledge of best practices in moving, archival storage, transportation to and from museum facilities and lenders. Knowledge of art materials, art techniques, art history, best museum professional standards and practices, and experienced in the proper handling of art objects. Demonstrable knowledge of business and management principles involved in strategic planning, contracts, resource allocation, human resources, leadership techniques, and coordination of people and resources. Knowledge of the archival methods and materials used in packing, storage, and moving of artworks and artifacts.

Advanced knowledge of basic computer software, e.g. Google suite (Calendar, Docs, & Sheets), Adobe Creative Suite, SketchUp, Microsoft Office Suite. Skill in organizing museum archives. Strong problem solving, conflict resolution, and interpersonal skills; ability to work well and collaborate effectively with and/or manage a wide range of diverse audiences including colleagues, staff, funders, sponsors, and other constituencies. Ability to communicate effectively and professionally. Superior planning, organizational, financial and administrative skills with attention to detail, while incorporating the broader goals of the organization. Ability to strategize, and proactively set and meet goals. Ability to gather data, compile information, and prepare reports.

### Certification or Licensure Requirements

Valid Drivers License.

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### 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 walking, sitting, talking, hearing, and lifting up to 25 pounds.

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## **Auburn University Job Description**

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 11/10/2022

