

Flint Institute of Arts

Curator of Collections and Exhibitions

Job Description

Title Curator of Collections and Exhibitions

Department(s) Curatorial

Reports to Executive Director

Description: Working under the supervision of the Executive Director, the Curator of Collections and Exhibitions oversees the creative and administrative responsibilities for the FIA's Curatorial Department. This position includes exhibition planning, research, organization, and presentation, collection development and stewardship, as well as the direction of all curatorial publications. The Curator of Collections and Exhibitions works with the Executive Director and designated Board Committees to carry out the FIA's overall objectives in the areas of programs and acquisitions. The Curator of Collections and Exhibitions also provides leadership and professional training/opportunities for all members of the curatorial staff. The Curator of Collections and Exhibitions participates in the development of funding sources for acquisitions, exhibitions, and other special programs.

Summary of essential job responsibilities

Departmental

- Oversees and manages staff, including interns, conducting monthly staff meetings and annual performance reviews; conducts job interviews
- Creates, manages, and reports on fiscal year budgets for Collections and Exhibitions
- Works with development staff to research and write grants, make donor presentations, and conduct special tours as part of overall fund-raising goals
- Prepares special presentations on permanent collection and exhibitions for Board members, Collections and Exhibitions Committees, and other members of the public
- Manages publications on the permanent collection and temporary exhibitions, contributing research and writing as appropriate
- Manages schedules for departmental projects, including publications, permanent collection reinstallations, temporary exhibitions, and other projects as assigned by Executive Director
- Meets weekly with the Executive Director to discuss ongoing projects
- Writes reports for grant-funded projects, Annual Report, and other special projects
- Develops and maintains effective relationships with the community of artists, dealers, museum colleagues, collectors, trustees, and friends of the museum; encourages the development of private collectors who may enhance potential museum holdings
- Works on special programming projects, finding speakers for special lecture series

Collections

- Researches and writes about the permanent collection of 9,500 objects for marketing, temporary exhibitions, and publications; oversees all ancillary materials regarding the permanent collection, including audio tour
- Makes recommendations with the Executive Director for acquisitions either through purchase or gift; for deaccession; and for outgoing loans; presents objects to Collections Committee and the Board; carries out research for possible acquisitions, including tracing provenance and judging quality
- Prepares special presentations (Board Meetings, donor presentations, college students, and members of the general public)

- Works with the Executive Director, Registrar, and conservators to ensure the safety of the collection and to propose and advise upon any necessary conservation treatments
- Collaborates with museum educators on methods for the presentation of the collection to the public
- Conducts daily gallery inspections to ensure overall standards of presentation

Exhibitions

- Conceives, develops, and organizes temporary exhibitions from outside the museum and from the permanent collection, which usually includes articulating the rationale and narrative, as well as identifying objects for the checklist appropriate to the concept and to the mission, scale, and resources of the museum
- Makes recommendations for exhibitions to the Exhibitions Committee
- Writes the project description for internal use, grant proposals, or marketing
- Researches and writes wall texts, and labels; oversees production of all ancillary exhibition materials, including audio tour
- Plans the exhibition layout, its order, pacing, groupings, emphasis
- Secures the objects for loan, arranging other venues when appropriate
- Manages contracts and loan forms for exhibitions consisting of outside loans from private collectors, other museums, and exhibition organizers
- Works with marketing and development staff to give interviews to the media and conduct special event tours
- Researches and provides suggestions for the opening lecturer/guest speaker

Minimum requirements

Master's Degree in History of Art and 5 years Curatorial experience in an Art Museum, preferably managerial experience.

Abilities required

Must be able to lift objects weighing up to 40 lbs.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To apply: Please email your resume to Executive Director Tracee Glab care of Lori Motley, Administrative Assistant to the Executive Director at: lmotley@flintarts.org. A cover letter is required for consideration for this position and should be attached to the first page of your resume. The cover letter should address your interest in this position and list skills and relevant experience.

NO PHONE CALLS PLEASE