

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Assistant Director / Collections Curator

Division: Rahr-West Art Museum

Status: Salaried Exempt

Workweek: Mon.-Fri. (8am – 5pm)

SUPERVISORY RELATIONSHIPS

Reports to: Rahr-West Art Museum Director

Directly Supervises: None

POSITION PURPOSE

The position, Assistant Director/Curator, will manage collections, and research and execute exhibition initiatives. The position will be tasked with managing the care and organization of the museum collection, exhibition installation, and public programming. The position includes research and writing of grants to support museum initiatives. The position requires adherence to accepted museum policies and procedures. Occasional evening and weekend work required. The Curator works under the general direction of the Rahr- West Art Museum Director, and acts as museum manager in Director's absence.

ESSENTIAL DUTIES

1. Organizes collection and archival information in existing storage facilities
2. Installs changing exhibits – hanging and display, forms, labels, lights, etc.
3. Maintains collection records, inventory, loans, photographic materials, donor records, artist files, and other legal documentation relating to the collection.
4. Maintains climate control records
5. Processes museum collection into an electronic database
6. Performs research and writing on select objects within the collection
7. Assists in public programming and education programming
8. Conducts public presentations
9. Assists in preparing museum marketing tools
10. Staffs visitor services desk during select hours

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: This position requires a minimum of a Bachelor's degree in Fine Art or a closely related field. Master's Degree preferred.

Experience: 3-5 Prior experience in a museum or collecting institution is required. Prior experience with collections care, management and registration methods is preferred. Prior experience handling and exhibiting fine art is preferred.

Certifications/Licenses: Must possess a valid driver's license. CPR Certification desired

Other Requirements: Ability to communicate in both oral and written form for a variety of audiences, including with the general public.

KNOWLEDGE, SKILLS, & ABILITIES

Proficiency with Microsoft Office applications required. Candidates should have familiarity with accepted collections care and management procedures. Knowledge of art history, 20th Century American art history, or Late 19th Century American decorative arts is preferred. Prior experience with collections care, management and registration methods is preferred. Prior experience handling and exhibiting fine art is preferred. Prior experience with PastPerfect museum software is preferred. Professional and effective communication skills required. Ability to prioritize and work independently with minimal supervision.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance. This position requires installation of extremely fragile objects in occasionally precarious locations. This position requires the ability to climb stairs in a setting that is not entirely accessible. This position requires frequent use of ladders.

Physical Effort: Work requires handling objects up to 40lbs., but not for sustained periods.

Working Conditions: Some exposure to definitely disagreeable features.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.