



## YELLOWSTONE ART MUSEUM POSITION DESCRIPTION

### Curator

**Reports to:** Executive Director

**Supervisory responsibilities:**

- Associate Curator
- Registrar
- Preparator
- Volunteers and interns
- Contract personnel

**Status:** Fulltime, exempt

**Position summary:**

The Curator is responsible for supervising and coordinating the curatorial staff, as well as all exhibitions for the Yellowstone Art Museum. Additionally, the Curator provides leadership for public programs undertaken by the curatorial division. The Curator serves on the Executive Director's leadership team for issues relating to staffing, budget, and program and operational development.

The Curator is both a collections and exhibitions curator. They are responsible for growth of and stewardship over the permanent collections and related exhibitions, including formulation and implementation of appropriate policies and procedures; curating, coordinating, designing, and evaluating all temporary exhibitions; conducting and supervising research; and collaborating with administrative staff to ensure the ongoing financial viability and community relevance of the programs. They serve as the staff liaison to the Board of Trustees' Collection & Exhibition Committee.

**Primary responsibilities**

Permanent collection

- Formulate and implement a collection development plan that will further the growth of a distinctive identity for the institution, in collaboration with all appropriate staff and the board's Collection & Exhibition Committee; prepare acquisition recommendations in accordance with opportunities.
- Research artists and objects in the collection and maintain reference files to provide easy access to essential information. Oversee proper cataloging and record keeping on permanent collection objects.
- Respond to public inquiries about art and artists within areas of expertise.
- Identify, cultivate, and assist in the solicitation of donors to the collection.
- Develop collections management budgets.

- Work with staff to achieve appropriate interpretive programming for the permanent collections, balancing access and preservation.
- Formulate and oversee implementation of policies for collection management and care in accordance with the highest professional standards, within limits of resources.
- Formulate and supervise conservation recommendations; examine and present recommendations for all potential acquisitions in partnership with Executive Director; develop long-range conservation plans.

#### Temporary exhibitions

- Develop and implement a long-range, coordinated program of temporary exhibitions in collaboration with the Executive Director, Collections & Exhibitions committee, curatorial, and education staff. Collaborate with other department heads in successful execution of the temporary exhibition program.
- Work with Executive Director and Development Director to develop viable exhibition budgets and related funding. Provide sound oversight on project expenditures.
- Curate original exhibitions. Develop concepts, interpretive copy, catalog essays, and other written material. Coordinate activity with guest curators, exhibition brokers, contractors, and others in support of a varied temporary exhibition program.
- Work with Executive Director and Finance Director to prepare contracts with museums, galleries, artists, guest curators, designers, and other colleagues.
- Work closely with other curatorial staff to design and install exhibitions. Oversee arrangements for loans and shipping. Collaborate with marketing staff to ensure coordinated design of all exhibition-related materials.
- Work with education staff to achieve appropriate adjunct programming for exhibitions, including interactive components and adults' and children's education and outreach.
- Develop traveling exhibitions when resources permit.

#### Secondary responsibilities

- Remain abreast of developments in the art and museum worlds. Review portfolios, proposals, and current literature. Pursue original research that will further future programming; present research through exhibitions, publications, and/or lectures.
- Collaborate with relevant staff in support of the museum's general efforts at fundraising, publicity, arts education, and community relations. Lead exhibition and collections grant applications and reports in collaboration with development staff.
- Review marketing, education, and other material pertaining to art, the museum's collection, and exhibitions to ensure accuracy.
- Participate in strategic planning with other staff, trustees, and appropriate committees.
- Represent the institution within the local and professional communities.
- Assist with special events and other duties as assigned.

#### Minimum skills and qualifications

- MA in art, art history, or related field
- Five years of relevant curatorial experience
- Broad knowledge of American art, developments in contemporary art, knowledge of museum practices and standards; specific knowledge of Mountain-Plains region, contemporary American Western and/or Native American art highly desirable
- Connoisseurship abilities
- Excellent communication skills, both written and oral; the capacity to be diplomatic
- Organizational abilities
- Creativity and problem-solving skills

- Demonstrated ability to establish and work within budgets
- Supervisory experience; willingness and ability to work in a team-oriented environment
- Valid Montana driver's license

**Hiring Salary Range:** \$65,000 - \$80,000 based on experience level

The Museum has an open-door policy intended to ensure that all employees are treated with dignity, equity, respect, and trust. All employees are expected to participate in open and honest communication whereby employees respect input they receive, they listen, clarify, and strive for consensus. Federal law and Museum policy require that there be no discrimination against any employee or applicant for employment because of the individual's race, color, creed, ethnicity, religion, sex, sexual orientation, transgender status, gender expression or identity, national origin, ancestry, age, height, weight, disability, political affiliation, military or veteran status, or any other basis now or in the future protected by federal, state, and local law, ordinance, or regulation with respect to hiring, promotion, firing, compensation, or other terms or privileges of employment. In addition, the Yellowstone Art Museum does not discriminate on the basis of marital status, veteran or military status, or other condition outlined in the Americans with Disabilities Act. In addition to strict adherence to EEO laws, the Yellowstone Art Museum complies with the Fair Labor Standards Act, the Equal Pay Amendment, and all laws relating to sexual harassment. The Museum also complies with the Family Medical Leave Act.

**To apply:**

To apply for this opportunity, please submit a cover letter, resume, three professional references (will not be contacted without advance permission), salary expectations, and a writing sample to [director@artmuseum.org](mailto:director@artmuseum.org). Deadline to apply is March 31, 2024, and only complete applications will be reviewed.

No phone calls please.