



Job Description

Job Title: Curator of Collections and Exhibitions

Reports To: Director/CEO

FLSA Status: Exempt

Summary: Responsible for collections development, acquisition, display, loans, temporary exhibitions, security and cataloguing. Works closely with the Collections Committee of the Board of Trustees.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Responsible for all aspects of the collection including:
 - a. Acquisitions
 - b. De accessioning
 - c. Collection care (security and climatic conditions)
 - d. Conservation-policies and treatment protocols
 - e. Overseeing contractors including conservators and exhibition preparators
 - f. Loan requests
 - g. Data base and on line catalog
 - h. Insurance (for permanent collection and temporary exhibitions and loans)
 - i. Adherence to AAM ethical standards and best practices related to collections management and care.*
2. Develops and implements display, installation design and interpretive content for the permanent collection and temporary exhibitions.
3. Responsible for implementing regular schedule of temporary exhibitions that promote and support attendance.
4. Creates temporary exhibitions that can travel to other institutions.
5. Works closely with education and interpretive staff to advise on programming including audio guide systems, labels, and hands-on materials as well as public programs.
6. Builds the museum's local, regional, national and international reputation by judicious additions to and shaping of the collection, presenting exhibitions, and promoting scholarly activities that enhance the reputation and prestige of the Museum.
7. Responsible for the Journal of Icons Studies and scholarly activities supported by the museum.

8. Represents the Museum at professional conferences and meetings and on local boards, councils, and other community activities.
9. Networks with Museum curatorial experts in the field across the world.
10. Assists in writing grants (working closely with Development consultant) and supports Deputy Director in seeking and implementing grant activity.

Supervisory Responsibilities:

Manages Registrar and works closely with staff and volunteers.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word, Excel, all Microsoft office products; collection management database.

Education/Experience:

Advanced degree in pertinent discipline. Ph.D. preferred. Acknowledged expert in a field associated with the Museum's mission. Minimum 5 years of experience working with collections and designing exhibitions.

Knowledge, Skills, and Other Abilities:

- Oral and written communication skills
- Leadership/team building skills
- Content knowledge related to collection and mission of the Museum
- Ability to work with board of trustees and committees
- Ability to build communities of support and fundraising
- Ability to meet deadlines
- Demonstrated interest in icons and understanding of Orthodox Christianity.
- Strong language skills in Russian and Church Slavonic a plus.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include ability to see color.