



Position Announcement

Curator of Exhibitions

Tohono Chul is seeking a full-time (40 hours/week) Curator of Exhibitions who will be responsible for the management of an arts and cultural exhibits program that reflects Tohono Chul's mission and goals to the public. Duties include but are not limited to the following:

Primary Purpose of Position

The Curator of Exhibits has direct responsibility for the research, planning, design and execution of an annual schedule of rotating art and cultural exhibits which complement the public's use and understanding of the Park and its mission. The Exhibits Department is part of the Education and Visitor Services Division and reports to the Division Director.

Duties and Responsibilities

Responsible for the quality and the appropriateness of Tohono Chul's art and cultural exhibits, the Curator of Exhibits interacts directly and indirectly with the visiting public on a regular basis and plays a key role in ensuring an exceptional visitor experience. The Curator's duties involve leadership, planning, administration and supervision and include, but are not limited to the following:

- Conceptualize, develop, research, design and execute art and cultural exhibits that interpret Tohono Chul's mission, preparing an annual exhibition schedule for three on-site exhibit spaces
- Cultivate positive working relationships with individual artists, artists' groups, private collectors and other museums and maintain and update artists' database
- Planning and coordination of public receptions and special events for selected exhibits
- Research and writing of exhibit labels, gallery notes and other interpretive materials
- Responsibility for maintenance of the Permanent Collection, including cataloging, conservation and interpretation, stressing best collections management practices and methods
- Preparation and management of department budget and support grants
- Supervision of Exhibit Department staff and volunteers, including a standing Reception Committee and Entry Hall volunteers; training of docents as exhibit interpreters

The above description reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Work Schedule

This is a full-time, salaried, exempt position with hours 8am to 5pm, Monday through Friday. However, due to the nature of this position, evening and weekend events may require some flexibility in the scheduled hours of work.

Qualifications

Knowledge and Skills

- Comprehensive knowledge of the principles and practices of museum management, and museum collections best practices
- Considerable skill in planning, directing and organizing museum art exhibits and related activities
- Demonstrated ability in creating and designing exhibits, including the appropriate techniques for shipping, receiving and handling art objects
- Proficiency with Windows OS and Microsoft Office, including Outlook, Word and Excel; experience with Past Perfect collections software, Filemaker Pro, Adobe Creative Suite and digital photography

Training

- A Bachelor's degree in museum studies, art, art history or related field; Master's preferred
- Four or more years professional experience in a museum exhibits, collections or registration department, or gallery
- Proven success in program development and implementation

Complete job description and list of qualifications available at: <http://www.tohonochul.org/employment>

Submit resume, cover letter and references no later than July 31, 2014 to:

Jo Falls, Director of Education and Visitor Services
Tohono Chul
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Tucson, Arizona 85704
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