



Position Description

Position Title: Assistant Curator of Exhibitions and Collections Manager

Supervisor: Curator of Exhibitions

Type of Employment: Full Time

Job Status: Hourly (non-exempt, eligible for overtime)

Position Summary

Tohono Chul seeks a team-oriented, energetic and enthusiastic Assistant Curator of Exhibitions and Collections Manager who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Assistant Curator of Exhibitions and Collections Manager assists in the development and implementation of creative art exhibits that reflect Tohono Chul's goal of connecting Nature, Art and Culture, interpreting that mission for members, visitors and the community. This position interacts directly and indirectly with the public on a regular basis and plays a key role in ensuring an exceptional visitor experience both on and off-site. The Assistant Curator of Exhibitions and Collections Manager assists in supervising and coordinating the activities of exhibits volunteers. Requires occasional work on weekends, evenings, nights and holidays.

Essential Duties and Responsibilities

- Assist in conceptualizing, developing, researching, and implementing art and cultural exhibits that are relevant to Tohono Chul's mission.
- Work directly with local and regional artists to borrow work for display.
- Execute contractual agreements with inventories of borrowed artworks and prepare all internal paperwork.
- Assist with the research and writing of introductory gallery notes, exhibit labels, graphics, and other interpretive materials as well as digital graphic materials.
- Assist with placement, design, installation, and lighting of artwork in the gallery for each new exhibit.
- Manage the proper care, handling, storage, and exhibition of Tohono Chul's permanent collection.
- Prepare registration files, records and databases associated with objects in the permanent collection.
- Maintain and update artists and collectors database.
- Coordinate public receptions for new exhibits, working with reception committee volunteers.
- Coordinate communications and publicity materials about the exhibition program for the Marketing department.
- Train, supervise, and coordinate projects for exhibits volunteers.
- Work as part of the staff team during special events such as Bloom Night, Gala, Holiday Nights, Plant sales, etc.
- Other duties as assigned.

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.

Knowledge, Skills and Abilities

- Art handling and object management experience, including packing and shipping.
- Knowledge of artistic techniques, museum practices and gallery installation.
- Ability to work on multiple projects simultaneously in a deadline driven environment, to manage, track and accurately prioritize several projects at a time.
- Ability to work independently and or collaboratively with others to achieve overall goals and objectives.
- Demonstrated interpersonal skills and ability to work effectively with public and volunteers.
- Excellent verbal and written communications skills.
- Self-motivated and detail-oriented.
- Collections management, conservation, or registration experience preferred.

Minimum Qualifications

- Bachelor's degree in Art, Art History or related field; professional experience in a museum's collection, exhibition, registration department or gallery.
- At least two years professional experience in a museum exhibits, collections or registration department or gallery.
- Proven success in program development and implementation.
- Proficiency with Windows OS and Microsoft Office suite; experience with Past Perfect collections software, Filemaker Pro, Adobe Creative Suite and digital photography.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk or hear. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will be required to work occasional weekends, evenings, nights and holidays. Employee work might take them outdoors in both warm and cool weather.

To Apply

Submit resume and cover letter, via email to Penny Poynter, Director of Finance and HR
ppoynter@tohonochul.org