

Job Title: Curator of Exhibitions and Collections

Organization: Museum of the Southwest

Location: Midland, TX

Closing Date: February 26, 2021

Job Description: Reporting to the Executive Director, the Curator of Exhibitions and Collections is responsible for developing, planning, implementing and managing exhibitions at the Museum of the Southwest and for managing its permanent collections. The Curator will develop and promote the Museum's role as a unique, community-oriented educational and cultural resource for Midland, the Permian Basin and West Texas. The Curator works closely and in alignment with the Museum's leadership team, including the Directors of Education, Community Engagement and the Blakemore Planetarium, and supervises a part-time art handler.

Essential Duties and Responsibilities: In collaboration with other curatorial staff, developing and implementing an annual exhibition schedule consistent with the Museum's mission and strategic plan, including:

- Identifying or curating and installing temporary exhibitions, including managing loan agreements and shipping logistics;
- Managing exhibitions of permanent collections, including appropriate rotations of displayed objects;
- Engaging in outreach activities to inform exhibition planning and ensure broad community participation in the Museum's exhibition programming;
- Developing and participating in programs for various Museum audiences, including lectures and gallery talks; and
- Researching and identifying artists and related programs for possible involvement with the Museum;

Further responsibilities in collaboration with other curatorial staff, include:

- Overseeing SeptemberFest juried artists' applications and selection, and acting as the Museum's liaison with artists for that annual event;
- Working with the Executive Director, planning for and participating in meetings of the Museum's Collections Committee;
- Overseeing the Museum lower level space usage and overall organization; o Managing the exhibitions and collections library;
- Providing or approving exhibitions and collections content for the Museum's social media accounts;
- Working closely with the Museum's Operations Director, developing and monitoring the annual exhibitions and collections budget; and
- Working with Museum staff colleagues to align exhibition programming goals with funding opportunities, including ensuring that such programs have assessable outcomes;

- Caring for and managing the Museum's permanent collections, including the outdoor sculpture collection, ensuring the Museum adheres to appropriate conservation and security best practices;
- Participating in donor solicitations with the Executive Director, Board and/or campaign committee members; and
- Other duties as assigned by the Executive Director.

Knowledge, Skills and Abilities:

- Deep understanding of museum exhibitions and collections management practices, to ensure the Museum is using best practices and ethical approaches;
- Education, training and experience in handling museum collections, including works of arts and historical objects;
- Excellent organizational skills;
- Exceptional interpersonal, oral and written communication skills, with the ability to communicate with complex concepts to audiences of all backgrounds;
- A friendly, courteous, helpful and professional attitude, and a willingness and ability to be responsive to colleagues, members, donors, Board members and volunteers;
- Budget management experience preferred;
- Bilingual (Spanish) desirable;
- Proficiency with Microsoft Office products, including Excel and Word, required;
- Ability to work some evening and weekend events and programs required.

Experience and Education:

- Experience in a museum setting required;
- Master's degree in art, art history, history or a related field, or bachelor's degree with equivalent experience required.

How to Apply: apply@museumsw.org