



Job Description: Curator and Coordinator of Academic Programming, Newcomb Art Museum

Employee Name:	Department Name: Newcomb Art Museum
Reports To (Supervisor’s Name and Title): Director, Newcomb Art Museum	Position Location /Address: Woldenberg Art Center
Position Shift /Work Schedule: Monday – Friday 8:30 AM – 5:00 PM; evenings and weekends as needed	Fair Labor Standards Act Status: Exempt

POSITION SUMMARY:

Under the guidance of the Director of the Newcomb Art Museum, Curator & Head of Academic Programs is an author, scholar, and content producer, and as such envisions, develops, implements, and oversees all aspects of a dynamic, exciting, and balanced schedule of exhibitions and academic programs that address social innovation and socially engaged art, civic dialogue, and community transformation through shows that favor public engagement, creative collaborations, and interdisciplinarity; in this context, the arts include social practice, architecture, and design. In collaboration with faculty members, the curator develops exhibitions and academic programs that interpret and contextualize diverse historical art movements for audiences from across the region. The Curator & Head of Academic Programs is also the intellectual creator of 4 to 6 contemporary art exhibitions annually (4 on-site and 2 off site) and authors a 2,500-word scholarly essay per exhibition and one essay pertaining to collections research annually. Ideally, the curator is the sole author for one publication (academic journal article or book) every two years. The Curator & Head of Academic Programs demonstrates interest in and ability to meaningfully connect with Tulane students and faculty, as well as community partners by spearheading engaging academic programs (lectures, symposiums, studio visits, academic co-teaching, faculty & student research support, etc.). The academic programs demonstrate the curator’s continued and systematic intellectual and educational collaborations with Tulane faculty from all disciplines and assures the effective engagement of students from across campus in the curatorial and educational activities of the museum; and is committed to broad-based learning (learning by experiment and experience) and engagement strategies that creatively and interactively interpret and contextualize the content of the exhibitions and collection programs. The Curator & Head of Academic Programs is responsible for developing scholarly content for all exhibitions and collections, and provides every department with pertinent information needed for collections, registrarial services, development, finances, membership, marketing and public relations; encourages increased visibility and interaction through online media, and produces and uploads content for outputs such as iPads, podcasts, social media, and NAG website. The Curator & Head of Academic Programs is responsible for all collections’ research and their intellectual stewardship and functions as a liaison with Tulane constituents to create academic programs engaging the collections.

REQUIRED EDUCATION AND EXPERIENCE:

1. Master’s degree in art history, museum or curatorial studies .
2. One year art exhibition development and academic program development experience, to include contemporary art, social practice or interdisciplinary exhibitions that contribute to the field.

- Three scholarly publications on contemporary art (e.g. substantive essay in respected academic journal, national art publication, or exhibition catalogue).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

- Excellent interpersonal, oral, and written communication skills
- Demonstrated evidence of clear, scholarly writing and public-speaking skills.
- Demonstrated commitment to research, educational collaborations and scholarly content
- Demonstrated commitment to diversity, community outreach, and public engagement
- Commitment to interdisciplinary programs.
- Ability to interface effectively and diplomatically with internal and external constituents
- Proficiency with computers in standardized word processing, spreadsheet programs, and basic knowledge of graphic and web-design programs
- Ability to move projects forward, working both independently and collaboratively
- Ability to travel, work evenings and/or weekends as necessary in the performance of assigned responsibilities
- Ability to push, pull, move, lift and carry items weighing up to 40 pounds.

PREFERRED QUALIFICATIONS:

- Ph.D. degree in art history, museum or curatorial studies.
- Three years' art exhibition development and academic program development experience, to include contemporary art social practice, or interdisciplinary exhibitions that contribute to the field.

ESSENTIAL FUNCTIONS:

An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:

ESSENTIAL FUNCTIONS OF THE JOB:	Typical % Allocation
<p>Function: Development and implementation of thought-provoking exhibitions & collections stewardship</p> <p>In close collaboration with the director, the curator is responsible for establishing the exhibition schedule at least two years in advance. The curator is the intellectual creator of all exhibitions and is responsible for curatorial excellence and every aspect of the exhibition programs including managing budgets and coordinating with appropriate entities by providing pertinent and needed materials in a timely fashion. These include, but are not limited to, faculty, students, the university registrar, art handler services, education (print and online), membership, marketing (print and online), research scholars, and finance. The curator coordinates contracts for artists, exhibitions, and publications. The curator researches and writes copy for all works in the collections and exhibition catalogues, programs, newsletters, gallery guides, interpretative materials, web site(s), articles for publication, and others. As a scholar and an author, the Curator and Coordinator of Academic Programming's intellectual contributions strive to establish the museum as a programmatic leader in local and national museum communities.</p> <p>The Curator and Coordinator of Academic Programming participates actively in exhibition-related grant writing, interpretative programming (collateral materials, workshops, tours, museum talks, and student engagement activities), membership and high-level patron-cultivating events, and special activities as indicated by the director.</p> <p>The Curator & Head of Academic Programs works under the leadership of the museum director with regard to collections' stewardship and provides all content, research, information, interpretation, and quality control for the documentation and dissemination of</p>	70% of job

<p>objects in the collections and/or lent to the museum. The curator establishes and follows a collecting plan established by the Director and sets forth the criteria and scholarly research and documents needed for accessioning any and all works in the collection.</p> <p>Performance Standards:</p> <p>Produces unique exhibitions with several identifiable outcomes such as serving targeted audiences, establishing partnerships, revisiting collaborations and focusing on social innovation and interdisciplinary programs. Coordinates and delivers a highly professional and dynamic exhibition program schedule that is relevant both locally and nationally. Contributes one clear scholarly essay per exhibition, one regarding collections per year, and writes appropriate copy for all needs. Provides all content for collections and collaborates with registrar with collections care as needed and indicated by director. Keeps apprised of the field of contemporary art and social practice, and participates in a local and national network of peers. Participates actively in grant writing and other fundraising events and activities as indicated by director.</p>	
<p>Function: Academic and community liaison</p> <p>The curator is an active member of the Tulane, local and national communities. The incumbent demonstrates interest in and ability to meaningfully connect with Tulane students and faculty, as well as community partners through academic programs (lectures, symposiums, studio visits, academic co-teaching, faculty & student research support, etc.). The academic programs demonstrate the curator's continued and systematic intellectual and educational collaborations with Tulane faculty from all disciplines and assure the effective engagement of students from across campus in the curatorial and educational activities of the museum. The curator fosters impactful interaction with area artists as well as establishes a larger national network of contemporary artists and museum peers. The curator is also committed to broad-based learning (learning by experiment and experience) and assists in the implementation of engagement strategies that creatively and interactively interpret and contextualize the content of the programs for diverse student, faculty, and community partner audiences, and actively participates in outreach programs such as portfolio reviews, open calls, and satellite programs in grassroots venues across the community. As an active member of the intellectual Tulane community, the curator positions the museum as a creative, dynamic, and necessary partner. As an active member of the larger New Orleans community, the curator is a leader in the field, a good partner, participant, and catalyst for community arts initiatives. The curator connects to the community beyond the uptown campus by creating and sustaining effective communications and involving these groups in museum activities.</p> <p>Performance Standards:</p> <p>Academic programs reflect educational collaborations, and diverse and creative partnerships with Tulane constituents of different disciplines, as well as off-site programs that demonstrate community engagement and commitment to a wider audience. Also reflect partnerships with similar national venues, collaborations with nationally renowned contemporary curators, scholars and artists thus manifesting a current knowledge of the field.</p>	25% of job
<p>Function: Other Museum Operations:</p> <p>The curator actively participates in museum-related events (exhibition openings, lectures, off-campus receptions, curatorial and development-related meetings, workshops, staff meetings, retreats, social media outreach and other online activities, etc.) during regular business hours, evenings, and weekends as necessary. In addition to providing input and support to staff on relevant museum business, the position prepares curatorial reports that include exhibitions, finances, attendance, collections care and loans, and acquisitions, as well as reports for grants using relevant data. The curator performs related duties and responsibilities as requested or required, whether or not specifically cited in this job description.</p>	5% of job

Performance Standards: Exhibits a willingness to serve as an active and positive member of the museum. Curatorial content is accurate and prepared in a timely manner for reports and publications, etc. Willingly participates in museum functions, planning, and additional commitments. Represents the art museum and the department positively in all work performed.	
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UNIVERSAL PERFORMANCE STANDARDS:

Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

Exercises sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

Exhibits a willingness to perform other duties as requested or required efficiently and timely.

Complies with all policies and procedures as stipulated in the Tulane Staff Handbook.

<p>Financial Responsibility: <input checked="" type="checkbox"/> Yes, amount \$150,000 <input type="checkbox"/> No</p> <p>Note: Financial responsibility includes authority to use a P-card and engage in departmental purchasing, departmental petty cash funds, departmental budgets, and/or financial management of other assigned accounts.</p>
<p>Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

<p>Is this position at risk of exposure to blood-borne pathogens or tuberculosis? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, at risk of exposure to blood-borne pathogens <input type="checkbox"/> Yes, at risk of exposure to tuberculosis</p>

<p>HIPAA STATEMENT: Employee provides services associated to the Tulane University Medical Group, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

_____	_____
Employee	Date
_____	_____
Supervisor	Date

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.