

# Contemporary Arts Museum Houston

## Job Description | Curator

The Curator is a full-time, exempt member of the senior staff and, with the Director and curatorial team, provides artistic direction and coordination to the Museum's artistic program. CAMH Curators are responsible for the oversight of designated traveling exhibitions that tour to the Museum and for the conception, execution, quality, and scholarship of a number of internally generated exhibitions and their accompanying publications. CAMH Curators are expected to be an active and visible member of the national, international, and regional art community, and to participate in the overall institutional advancement of the Museum and its programs. The incumbent is responsible for general scholarship and research in contemporary art, and works closely with the Director, and other members of the senior staff to advance the institution's mission, to execute and develop support for its programs, and to meet the goals of its strategic plan.

## Principle Duties and Responsibilities

### *Exhibitions*

- Plays a significant role in the formulation of the overall direction of the Museum's artistic efforts and long-range exhibition schedule
- Prepares exhibition proposals 3-4 years in advance of exhibition dates for review and approval by the Director
- Originates one to two exhibitions of varying scales each year with an accompanying publication
- Works to secure touring venues for exhibitions
- Coordinates and installs assigned exhibitions traveling to the Museum from other institutions
- Works with the Director of Education and Public Programs to develop, produce, and analyze exhibition-related programming, educational materials, and didactics
- With Director and Registrar, insures that the highest level of professional care is given to works of art on loan to the Museum
- Works with the Deputy Director and Exhibitions Manager to track exhibition budgets and expenditures
- Identifies potential exhibition funding opportunities for the Director of Development to pursue
- Fosters and actively participates in the collegial dialogue, sharing of professional opinions, and advancement of ideas and scholarship related to contemporary art within and without the Museum
- Maintains a visible role in the community including the maintenance of relationships with artists, galleries, collectors, donors, and members of the general public

### *Public Information and Electronic Media*

- Provides information and assistance to the Director of Communications and Marketing to develop communications and marketing materials and strategies regarding exhibitions and programs
- Contributes to Museum publications and communication efforts as requested
- Provides information regarding exhibitions and programs for website and social media content
- Collaborates with the Director of Communications and Marketing Department to prepare exhibition-related materials for public relations and marketing efforts
- Contributes to the development of communications and marketing strategies and materials to serve audiences and to enhance the Museum's image, identity, and donor prospects

### *Development, Donor Relations, and Institutional Advancement*

- Under the supervision of the Director and Director of Development, takes an active role in the identification of possible funding sources, and in grant preparation and reporting
- In conjunction with the Development Department, participates in the planning and execution of programs for affiliate support groups such as Collectors Circle
- Participates in other Museum membership and public programs
- Participates in the planning and implementation of donor travel
- Joins the Director of Development for meetings with funders when requested

#### *External Relations*

- Represents the Museum to the public at large
- Attends exhibition previews and related events
- Other duties as assigned

**Reports to:** Director

**Supervises:** N/A

#### **Qualifications**

- Advanced degree in art history and a wide knowledge of and enthusiasm about contemporary art
- 5+ years of curatorial experience with a record of increasing professional responsibility and measurable accomplishments
- Record of significant exhibitions and publications
- Excellent written and spoken communication skills
- Excellent interpersonal skills with a proven ability to work well with colleagues, other employees, artists, donors, and lenders
- Familiarity and experience with appropriate, current computer programs and technology