



City of Tempe

CURATOR+

| JOB CLASSIFICATION INFORMATION | | | | |
|--------------------------------|--------------------|---------------------------------|------------------------|---------------|
| <i>Job Code:</i> | 275 | <i>FLSA Status:</i> | Exempt | |
| <i>Department:</i> | Community Services | <i>Salary / Hourly Minimum:</i> | \$58,394 | |
| <i>Supervision Level:</i> | Supervisor | <i>Salary / Hourly Maximum:</i> | \$78,832 | |
| <i>Employee Group:</i> | SUP | <i>State Retirement Group:</i> | ASRS | |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Library Specialist II+ | |
| <i>Drug Screen / Physical:</i> | N | N | <i>EEO4 Group:</i> | Professionals |

DISTINGUISHING CHARACTERISTICS

This is the journey-level professional class in the Curator+ series. This class is distinguished from the Senior Curator+ by the performance of less complex duties and increased oversight of tasks. Assigned responsibilities within the series include one of the following areas of responsibility: photographs and archives; three-dimensional collections; exhibitions; historical research; education and interpretation; public programming and special projects. Appointment to the higher level within the classification requires that the employee perform the full range of duties for a minimum of two years as a City of Tempe Curator+ with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

REPORTING RELATIONSHIPS

Receives direction from the Museum Manager or from other supervisory or management staff.
 Curator may supervise temporary staff, contractors, interns and volunteers.

| MINIMUM QUALIFICATIONS | |
|------------------------|---|
| <i>Experience:</i> | <p>Two years of increasingly responsible professional museum curatorial experience.</p> <p><u>When assigned to Visual Arts:</u></p> <p>Two years of increasingly responsible professional art gallery or museum management and curatorial experience.</p> |
| <i>Education:</i> | <p>Equivalent to a Bachelor’s degree from an accredited college or university with major course work in history, anthropology or degree related to the core functions of this position.</p> <p><u>When assigned to Visual Arts:</u></p> <p>Equivalent to a Bachelor’s degree from an accredited college or university with</p> |

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| | major course work in arts administration, art history, fine arts, humanities or degree related to the core functions of this position. |
| <i>License / Certification:</i> | None |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide expertise, skills and knowledge to perform duties related to the mission and purpose of the City of Tempe's museums, galleries and historic properties in the areas of Exhibitions, Collections, Education, Programming, History or Visual Arts.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Adhere to national standards and best practices in the area of responsibility as it pertains to the position.
- Follow established policies and procedures and participate in the formulation of new policies and procedures relating to the operations of the City of Tempe Museums, Historic Houses and Galleries.
- Participate in the budget process and monitor expenses.
- Supervise, training and evaluate assigned volunteers and staff.
- Assess the needs and desires of the community as they relate to the programs, services and facilities of the Arts & Culture Division.
- Assist in the preparation of program marketing materials, including news releases, flyers and brochures.
- Respond to inquiries from the public regarding programs, services and facilities of the Arts & Culture Division.
- Assist in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with the delivery of programs and services and the operation of facilities of the Arts & Culture Divisions.
- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Be physically present to perform the duties of the position.

When assigned to Photographs and Archives:

- Document historical photographs and archives in the museum collections.
- Catalog and provide detailed description of historical photographs and archives; enter information into computer for future reference and inventory; maintain and update new information as received.
- Present recommendations regarding potential donations of photographs and archives.
- Determine and order proper preservation storage equipment and/or supplies for photographs and archives.
- Maintain proper storage environment and conditions for photographs and archives; manage the collections physical storage space, collection storage arrangement and equipment; design and fabricate physical support, mounts and archival housings for materials.
- Plan and supervise a collections maintenance schedule.
- Assist the public and staff with research requests, inquiry and photographic reproduction orders.
- Oversee rights and reproduction for use of photographs and archival material.
- Create or oversee creation of digital images for preservation and documentation of collections.
- Maintain and update inventory of photograph and archive collection.

When assigned to Three-dimensional Collections:

- Document all three-dimensional artifacts in the museum collections.
- Catalog and provide detailed description of three-dimensional artifacts; enter information into computer for future reference and inventory; maintain and update new information as received.
- Present recommendations regarding potential donation of three-dimensional objects.
- Determine and order proper preservation storage equipment and/or supplies for three-dimensional artifacts.
- Maintain proper storage environment and conditions for three-dimensional artifacts; manage the collections physical storage space, collection storage arrangement and equipment; design and fabricate physical support, mounts and archival housings for materials.
- Plan and supervise a collections maintenance schedule.
- Assist the public and staff with research requests and inquiries relating to the three-dimensional collections.
- Oversee object handling and documentation of objects on exhibit.
- Supervise the Museum Registrar.

When assigned to Exhibits Coordination:

- Plan, organize and coordinate various changing and permanent exhibits and other special events in the city museum and other municipal buildings and satellite locations; schedule changing exhibits.
- Oversee and participate in planning for programming in conjunction with exhibitions.

- Design and fabricate exhibits; develop cost projections for exhibit fabrication and installation; maintain exhibit fabrication workshop.
- Oversee the inspection, repair and maintenance of exhibits.
- Design a variety of printed materials including exhibit labels, brochures and signs.
- Fabricate hands-on materials for educational programs.

When assigned to Historical Research and Interpretation:

- Preserve and expand the museum's research base; ensure research base accessibility to the public and other professionals; oversee organization of research library; assist staff and patrons in use of research library.
- Preserve and expand the museum's research base.
- Oversee the organization of the research library; maintain and update historical information as received.
- Assist the public and staff with research requests and inquiries with materials from the research library and archives.
- Develop themes for museum publications, exhibits and educational programs.
- Write text for various documents including exhibit labels, research reports, tours, pamphlets and other materials for the public.
- Oversee and coordinate the museum's oral history program; research and select narrators for oral history interviews.
- Present recommendations regarding potential donations of photographs, archives and/or three-dimensional objects.
- Ensure that historical information presented in exhibits, printed materials and educational programs is accurate.
- Performs related duties as assigned.

When assigned to Visual Arts:

- Manage gallery and exhibitions needs for the Tempe Center for the Arts and exhibition satellite locations included in the Arts & Culture Visual Arts Exhibitions Program.
- Create exhibition development plans that responded to current visual arts trends both nationally and at the local level; work with professional colleagues and community members in the development of plans.
- Curate and/or coordinate curatorial services for exhibitions in the Arts & Culture Exhibitions Program.
- Participate in the formulation of policies and procedures relating to the operations of the City of Tempe Arts & Culture Visual Art Exhibitions Program and the Tempe Center for the Arts Gallery.
- Participate in the budget process and monitor expenses.
- Assess the needs and desires of the community as they relate to the programs, services and facilities of the Arts & Culture Division.
- Assist in the preparation of program marketing materials, including news releases, flyers and brochures.

- Respond to inquiries from the public regarding programs, services and facilities of the Arts & Culture Division, Visual Arts Exhibitions.
- Assist in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with delivery of programs and services and the operation of facilities of the Arts & Culture Division.
- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.
- Maintain effective and consistent one-on-one dialogue with all employees on a regular basis.
- Coordinate activities including docent services, gallery operations, installations, de-installations, exhibit schedules, and other gallery activities.
- Plan, manage and coordinate public programs, events and activities related to the Tempe Center for the Arts gallery and exhibition satellite locations included in the Arts & Culture Exhibitions Program.
- Perform and coordinate tasks, including contracting, contract administration, and record keeping associated with the incoming and outgoing loan of artworks, purchase or commission of artworks for exhibitions, placement and inventory of city-owned and on-loan artworks, and procurement of visual arts exhibits services.
- Participate in the budget process and monitor expenses related to the Arts & Culture Visual Art Exhibitions Program.
- Coordinate with other City Staff regarding Americans with Disabilities Act (ADA) requirements pertaining to gallery operation and to assure adherence to fire and safety procedures in assigned areas. Adhere to professional standards for gallery operation and exhibitions.
- Respond verbally and in writing to complains and credits from the public and clients.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe's competencies for all classifications:

JOB DESCRIPTION HISTORY

Effective January 1999

Revised November 2007 (Flex Class)

Revised March 2018 (update job title, reporting relationship, min quals, & add Visual Arts job duties)