

**EMERSON CENTER FOR THE ARTS & CULTURE, INC.**

**JOB DESCRIPTION**

Revised 02/02/2023

**JOB TITLE: EDUCATION CURATOR**

**Status:** Full Time, Exempt

**Starting Salary:** \$55,000 - \$65,000+ benefits

**Summary:** The Education Curator (hereafter Curator) advances the mission of the Emerson Center for the Arts & Culture (hereafter Emerson) to our community through various means, but primarily through the curation of contemporary art education programs and exhibits. This position requires significant contact with artists, educators, donors, docents, and the public.

Responsibilities include but are not limited to:

- Works to enhance the value of the Emerson to our community through contemporary art education offerings and exhibits. This position serves as the staff Chair of the Emerson's Exhibits and Education Committee.
- Oversees the management of education and exhibit information.
- Prepares and manages program budgets and responsible for maintaining programs within budgets.
- Represents the Emerson to outside community partners, professional organizations, and individuals.
- Assists with proposals for grants related to education/exhibit programs.
- Oversees the Jessie Wilber Gallery, works with the Operations Manager for the Lobby and Weaver Room Galleries.
- Promote the programs of the Emerson through marketing efforts and appraise the effectiveness of all marketing and communication mechanisms.
- Maintain and develop relationships with media, other agencies, the business community, members and tenants.
- Write and disseminate press releases, E-news updates, social media announcements etc.
- The Emerson is a diverse organization and requires all employees to be supportive of other programs. Thus, other duties can be assigned as deemed necessary by the Executive Director.

**KEY RESPONSIBILITY AREA: Art Education**

- Administer Schools in the Gallery program; community outreach, docent training, and scheduling.
- Research, develop, and implement art and culture enrichment programs, classes, and workshops for learners of all ages.
- Develop and implement class fee structure and registration (will work with the Administrative Assistant on registrations).
- Develop and implement instructor contracts and schedules.
- Supervise instructors and mitigate registration/course issues.
- Develop educational programs that are congruent with Montana Educational Standards.
- Develop and implement all aspects of marketing for education programs.
- Supervise all aspects of the docent program.
- Strive to maintain and improve the good public image of the Emerson. Understand and effectively communicate the mission, values, goals and programs of the Emerson.

**KEY RESPONSIBILITY AREA: Exhibits**

- Curates all exhibits in Emerson galleries (Jessie Wilber, Weaver, Lobby); including working with the exhibits committee on exhibit selection, scheduling, and facilitating the installation of all exhibits.
- Implements innovative ideas and best practices in exhibit design and preparation.
- Manages all aspects of exhibition production such as texts, publications, announcements, press releases, brochures, and gallery didactics. Writes original text as well as manages external writers, designers, and printers.
- Coordinates all exhibition-related activities such as receptions for art walks and art openings.
- Supervise all aspects of the docent program

**KEY RESPONSIBILITY AREA: Grants**

- Establish and maintain a grant-writing calendar to ensure the Emerson takes advantage of opportunities to receive the maximum potential funding from such sources
- Assists with the research and writing of grants to support Emerson programs
- Coordinate the timely collection of information for selected grant applications and related grant reports

**KEY RESPONSIBILITY AREA: Emerson Events**

- Participate with the Emerson team and committee members on Emerson related events
- Build and cultivate relationships with Emerson event sponsors, vendors and donors

**KEY RESPONSIBILITY AREA: Staff and Volunteer Management**

- Supervises Art Education Instructors, Preparator, Montana State University Interns, and Youth Interns
- Recruit, train, and supervise volunteer docents and gallery attendants.
- Serves as the staff Chair for the exhibits and educations committee. Works closely with the BOD Program Committee.

**MINIMUM QUALIFICATIONS:**

- An undergraduate degree in fine art, museum studies, art education. Experience in curatorial work, developing and implementing successful arts and culture educational programs—minimum two years. Experience may be substituted for these requirements at the discretion of the Emerson
- A broad knowledge of art education, contemporary art and curatorial trends
- Strong working knowledge of visual arts in Montana and the Pacific Northwest
- General knowledge of non-profit organizations and the Bozeman community. Ability to gain and maintain support of a broad community constituency and communicate well—both orally and in writing. Must have a car, valid driver's license, automobile insurance and be prepared to drive own vehicle on Emerson business
- Strong organizational skills and the ability to manage multiple projects with tight deadlines
- Strong technology skills: proficient with Mac Office (Word, Excel, Outlook) and Adobe Photoshop and an aptitude for web-based communications
- Demonstrated ability to maintain student information for database, registration, and marketing needs. The Emerson currently uses cloud-based version of Donor Perfect and Sawyer.
- Demonstrated ability to develop and work with in program budgets.
- Ability to work independently as a project leader and as a team member. Experience in being collaborative in order to establish and foster strong working relationships with other staff, committee members, volunteers, artists, and donors.
- Demonstrated supervisory skills

- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through
- Ability to exercise judgment and discretion
- Excellent time-management and general organization skills
- Experience with researching and writing successful proposals

#### **RELATIONSHIPS:**

**REPORTS TO:** Executive Director

**SUPERVISES:** Internal staff/Volunteers (Art Education Instructors, Preparator, Montana State University Interns), independent vendors/contractors (graphic designers, printers, etc.) and volunteers as appropriate.

**PROMOTION:** No formal line of promotion to or from this position

#### **PHYSICAL ENVIRONMENT:**

Work is performed primarily indoors using computers and printers with occasional electrical and mechanical hazards, but includes occasional outdoor activities at Emerson sponsored outdoor events. Must have ability to freely access all areas of the building and grounds. May need to climb up ladders, have the ability to lift 50 pounds, to reach above and below shoulder height and to operate small power tools. This position works under minimal supervision, must have highly developed interpersonal skills and support the Executive Director in her leadership in the Emerson exhibit and education functions. Position also serves as a member of the Emerson's management team. May require overtime including evenings and weekends when Emerson time sensitive situations, critical issues, or Emerson sponsored events occur.

#### **COMMUNICATON:**

**INTERNAL:** A high level of communication, both verbal and written, is required with other Emerson employees, volunteers, and the Executive Director to exchange job related information. Candidate will also work with Board committees to exchange Emerson related information. The candidate must be able to work effective with a range of staff that is not under the curator's authority.

**EXTERNAL:** A high level of communication, both verbal and written, is required with Emerson artists, local/regional/national arts organizations, local schools, Emerson tenants, public space clients, the general public, vendors/outside contractors, other agencies, the business community and other groups.

#### **LIFE AT THE EMERSON:**

Just as we empower our community, we believe in empowering our team to create their own life's work. We move fast and challenge each other, but we always make sure we look out for one another. Our culture and values are what make working here rewarding.

We are an equal opportunity employer and value diversity at the Emerson. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

**TO APPLY:**

Application packets should be addressed to Susan Denson-Guy, Executive Director and should include the following:

- Resume
- Letter of application addressing how applicants' skills match the position description. Please refer to the Key Responsibilities outlined above to craft your letter.
- Three professional references – including contact information and working relationship with applicant.

Applicant reviews begin - February 7, 2023

**This position will remain open until filled.**

**Only complete digitally submitted applications will be considered.**

- **Email applications to:** [Susan@theEmerson.org](mailto:Susan@theEmerson.org)
- **Subject line format:** Education Curator Application – Your Last Name

**WAGE AND BENEFITS:**

The Education Curator is a Full-Time Exempt employee

Salary - \$55,000 - \$65,000

Starting Benefits include

- 10 days annual leave
- 40 hours sick leave annually
- SIMPLE retirement plan (starts on your year-one anniversary date)
- 11 paid holidays
- Benefit stipend
- Reduced tuition on all Emerson programs
- Working with the incredible Emerson Team!