



DATE ISSUED: 09/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Gallery Curator

JOB SUMMARY

The Gallery Curator is responsible for documentation and interpretation of gallery exhibits according to professional standards, assists with processing collections including registering, cataloging, packing, un-packing, maintaining inventory and documentation; organizes materials and resources effectively to schedule exhibits; responsible for the set-up and assembly of storage areas for collection according to professional standards. This position also assists in maintaining the gallery database through data entry and editing; coordinates the insurance of works of art, either commercially, or through the Museums and Galleries Government Indemnity Scheme. This position compiles and files insurance claims in the event of loss or damage to articles on exhibits or in storage. Responsible for establishing community links and partnerships to provide a wide range of documentation regarding the history of Texas women in politics and public policy. Work is performed under limited supervision and performance is based upon completion of assignments and results obtains. The performance evaluation is conducted through the performance evaluations system and in accordance with the University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Politics and Public Policy

Supervises: May supervise student assistants and other support staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Documents and interprets gallery exhibits according to professional standards.
- Assists with processing collections including registering, cataloging, packing, un-packing, maintaining inventory and documentation.
- Organizes materials and resources effectively to schedule exhibits.
- Responsible for the set-up and assembly of storage areas for collection according to professional standards.
- Cleans collection and storage areas as needed.

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- Assists in maintaining the gallery database through data entry and editing.
- Coordinates the insurance of works of art, either commercially, or through the Museums and Galleries Government Indemnity Scheme.
- Compiles and files insurance claims in the event of loss or damage to articles on exhibit or in storage.
- Establishes community links and partnerships to provide wide range of documentation regarding the history of Texas women in politics and public policy.
- Prepares budgets and monitors expenditures.
- Compiles administrative reports as needed.
- Designs an organization and implementation of public programs such as workshops, educational programs and special events for on campus and in the community.
- Establishes community partnerships to encourage interest in the history of women in politics and public policy.
- Collaborates with the TWU Women's Collection regarding the acceptance of new archival materials.
- Conducts research to identify and interpret exhibits.
- Designs, organizes, and implements workshops, educational programs, and special events featuring Texas women in politics and public policy.

ADDITIONAL DUTIES

- Responds to inquiries from gallery visitors.
- Provides outreach to campus community to increase awareness of exhibits.
- Develops decent training materials for each exhibit.
- Monitors docent tour quality and conducts tours for distinguished guests and tour groups.
- Participates in university committees and university-wide initiatives.
- Occasional travel and flexible hours is required.
- Performs other duties as requested.

EDUCATION

Master's degree required.

EXPERIENCE

Three years' experience with exhibition curations and development.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

- Knowledge and understanding of curatorial principles, methods, procedures, and techniques.
- Familiar with conservation of bibliographic standards.
- Knowledge of gallery and museum practice, theories and methods.
- Knowledge of scanners, digital cameras and copiers.
- Ability to use Adobe Suite including Photoshop, Google Docs, sheets, slides, forms, drawings and maps.
- Ability to work independently or collaboratively and effectively as a team member.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.