



## **Greenville Museum of Art (GMA) Job Description**

Assistant Curator of Exhibitions and Collections

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Based in Greenville, North Carolina, the Greenville Museum of Art (GMA) seeks an Assistant Curator of Exhibitions and Collections to work cooperatively with museum leaders to imagine a new program of exhibitions and help lead the future growth of the organization's 700-plus piece permanent collection of art from North Carolina, organizing collection-based exhibitions, non-collection exhibitions, and exhibition-specific programs.

### **About the Greenville Museum of Art**

Founded in 1939 as a Works Progress Administration Gallery, the Greenville Museum of Art (GMA) now houses an impressive collection of 20th-century American art and the largest permanent display of Jugtown Pottery in Eastern North Carolina. Situated in Uptown Greenville, the Museum is a dynamic, regional resource for the fine arts. Visitors and members alike enjoy contemporary works by North Carolina artists and exhibits of national, regional, and local importance. In addition to the collections and exhibitions, GMA serves as an educational resource for citizens of all ages.

### **Generally:**

Reporting directly to the Executive Director, the Assistant Curator of Exhibitions and Collections will oversee all aspects of the exhibition planning and the management of the permanent collections of the Greenville Museum of Art (GMA). This full-time position is also responsible for GMA security, occasionally opening and/or closing of the facility, providing general information to visitors, and helping maintain a positive, welcoming atmosphere at all times.

### **Supervision:**

Serving at the pleasure of the Board of Trustees, the Assistant Curator of Exhibitions and Collections is under the supervision and direction of the Greenville Museum of Art's (GMA's) Executive Director. The Executive Director supervises all full-time and part-time staff.

### **Description of Responsibilities/Essential Functions:**

*The following list is illustrative and is not intended to describe every function that may be performed to this job. The omission of specific statements does not preclude the Executive Director from assigning specific duties not listed, if such duties are a logical assignment to the position.*

#### **1. Greenville Museum of Art (GMA) Exhibition Management**

- Coordinate all aspects of exhibition planning, including: set and schedule dates for exhibitions, communicate with exhibiting artists and select work for exhibitions, issue appropriate paperwork and artist contracts, process loan object condition reports, design exhibition layouts, prepare labels, install and de-install exhibitions, and assist with exhibition opening receptions.
- Coordinate production of all exhibition materials (wall vinyl, postcards, posters, catalogs, brochures, signage, etc.) including: licensing of images, preparation of text and work with designers of exhibition materials as well as work with external vendors for printing and delivery of materials.

- Maintain exhibition-related materials and ensure that appropriate museum staff (volunteers included) have access to accurate and current information.
- Prepare and monitor the exhibition budgets.
- Oversee workshop and storage areas, keeping records of stock and creating organizational structure to all work areas.

## 2. Collection Management

- Manage the care of the Greenville Museum of Art's permanent collection in alignment with the organization's collections management policy and by exercising best practices
- Ensure current and accurate permanent collection records: oversee the cataloguing, photographing, numbering, identification labels, condition reporting and maintenance of artists' biographical information using
- Prepare documentation for donor receipts and permanent records
- Maintain temperature/humidity standards, and security standards; oversee the collection's maintenance schedule; and assist with maintenance projects within budget as required
- Oversee the collection database using the collection management software (Past Perfect) in collaboration with museum staff and supervise data cleanup and revision as necessary
- Make recommendations for acquisitions to the Executive Director and Acquisitions Committee

## 3. Operational Management

- Occasionally open and close the Greenville Museum of Art (GMA) to the public on weekdays and weekends, or for scheduled special events (e.g. rentals, etc.)
- Maintain all aspects of the Museum's website that relate directly to exhibitions or collections, and provide content as needed for social media accounts
- Supervise volunteer curatorial staff and intern(s) when required, providing an excellent example of professionalism, generosity and team building
- Assist with Museum tours, special events, and rentals; support efforts of all full-time staff

### **Requirements:**

- Strong interpersonal skills: Ability to effectively communicate, listen to others, and clearly communicate needs and directions, as well as courtesy in maintaining an effective working relationship with board members, donors, volunteers and museum patrons
- Ability to operate effectively, both as part of a team and independently, in a fast-paced, dynamic environment with ambitious schedules and plans
- Excellent project management skills. Ability to plan and organize multiple projects, prioritize duties, work with budgets, and meet deadlines
- Knowledge of best practices for gallery management, exhibition installation and lighting, as well as artwork handling methods

- Well-developed research skills
- Availability to work occasional evenings and weekends as needed; ability to travel as needed; ability to lift 50 pounds
- Bachelor's degree in museum studies, art history, fine art, or related field required
- At least three years of gallery and/or museum experience including curating, coordinating and installing exhibitions with an excellent working knowledge of the visual arts, including a demonstrated record of innovative exhibition development
- Strong computer literacy: proficiency with Microsoft Office Suite and comfort with technology, including use of social media, mobile devices and other relevant media. Proficiency in collections management software, Past Perfect, and with Adobe Creative Suite (InDesign, Photoshop, Illustrator) is a plus.

The Greenville Museum of Art is an equal opportunity employer. **To apply: Candidate should submit a resumé, contact information for three references, and a cover letter** via email to [info@gmoa.org](mailto:info@gmoa.org) with Assistant Curator in the subject line. Applications can also be mailed to Greenville Museum of Art, 802 South Evans Street, Greenville, NC 27834. Applications accepted until position is filled, priority given to those received by 1/12/18.