



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Curator of American Art and Arts of the Americas

Department: Mead Art Museum Reports to title: John Wieland 1958 Director & Chief Curator

Full Time: X Part Time: _____ Date Prepared: 8/27/19

Position Grade: RI-3 Regular Daily Work Schedule:

Pay Type: Weekly _____ Monthly X _____ Months Per Year: 12 _____ Hours Per Week: 40 _____

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

The Curator of American Art and Arts of the Americas oversees and leads the vision of the museum's collection, exhibitions, and programs for American art and Arts of the Americas. The Curator reports to the John Wieland 1958 Director and Chief Curator, who oversees the Mead's artistic program, and collaborates with the Mead's professional staff of ten, including one full-time curatorial staff (Curator of Russian and European Art), and three museum colleagues who actively participate in curatorial activities and programs (Head of Education and Academic Programs, who oversees programs and interpretation, the Study Room Manager & European Print Specialist, and the Museum Writer and Editor).

The Curator will work collegially as part of a team, managing, growing and refining a large and diverse permanent collection of American art and arts of the Americas, planning and managing long-term exhibitions calendar in areas of specialization; establishing protocols related to collections and exhibitions and generating fresh concepts for exhibitions and other programmatic and editorial projects.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

(40%) Curatorial

Develop original exhibitions that recast the canon, generate new curriculum opportunities, and inspire new scholarship with the Mead's permanent collection of American Art and Arts of the Americas. Publish in exhibition catalogues and other publication outlets, helping to promote the Mead's permanent collection and recent acquisitions. Additional duties in relation to the American Art and Arts of the Americas, include contributing to the museum's collection committee meetings and Curatorial Working Group; updating the exhibitions calendar in curatorial areas; authoring accessions, database entries, and exhibitions proposals.

(20%) Research

Oversee the care, management, and research priorities of the American art, Dwight J. Morrow collection of Mexican art; research and formulate a comprehensive collection plan for Arts of the Americas that will be used to build, refine, and strengthen the existing collection and forge new paths in contemporary art. Make recommendations for key acquisitions based a priority list of collection needs outlined in collection plans. Collaborate with the Frost Library to promote greater knowledge of Native American history, culture, and artifacts. Assist students, faculty, researchers, museum colleagues, and the Head of Education and Academic Programs with research related to American Art and Arts of the Americas collection.

(20%) Administrative

Develop and manage multi-year budgets related to exhibitions and publications projects, and take an active role in fundraising, marketing, and programming; cultivate collectors and maintain knowledge of art market; and write grant proposals and exhibition travel proposals to support projects.

(10%) Outreach

Welcome and engage audiences through exhibitions, programs, writing, teaching, and scholarship. Present gallery talks and public lectures at the Mead; presenting in areas of expertise, including representing the museum by attending local, regional, and national conferences and professional meetings.

(5%) Supervision

Mentor, train, and supervise undergraduate or graduate student interns.

(5%) Performs other duties and responsibilities as required or assigned.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Regularly interacts internally with Mead staff and campus staff on research, collection and exhibition projects (such as advancement, marketing, Frost Library and Amherst College Press), as well as Amherst faculty and staff. External communication with Amherst alums, dealers, scholars and artists pertinent to work at the Mead.

4. Education: (include certifications and licenses)

Required:

M.A. in art history or a closely related field

Preferred:

Ph.D.

5. Experience: (List specific skills necessary to perform this job)

Required:

- 3 + years of progressively responsible experience in acquiring, researching, exhibiting and publishing works of American art
- Experience conveying nuanced ideas to a diverse, non-specialist audience

- Strong organizational and attention to detail skills
- A clear writer and rigorous researcher
- Strong time management skills and able manage multiple projects
- Demonstrates track record of cultivation and diplomatic skills
- Attend occasional business trips, and evening and weekend museum events as needed

Preferred:

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

This is a desk position, with occasional light lifting approximately 10 lbs. (office supplies and books); it will require travel domestically (and occasionally internationally) for research and fundraising duties. Typing, repetitive motions, and hand and eye coordination.

7. Decision Making:

Position requires performing advanced work in the professional field; displays a high level of critical thinking and analysis in bringing resolution to high impact, complex department problems; work requires prompt decisions when faced with complex and contradictory alternatives; solutions may include adapting existing policies and systems to address unique situations.

8. Supervision Exercised/Received:

Some consultation and monthly meetings with Director but a self-starter position with independence and minimal supervision.

Supervisory Responsibility: Yes _____ No _____

Number of Employees Supervised: 1-2 interns