

## **ANCHORAGE MUSEUM ASSOCIATION**

Title: Curator (Guest/Term)

Reports To: CEO

FLSA Status: Exempt

EEO Class: First/Mid Offs & Mgrs.

Approved By: Museum Director and CEO

### ***Summary Position Statement:***

Under the general supervision of the CEO, and working closely with the Museum's Chief Curator, this term position will enhance Museum programming, scholarship and outreach through innovative projects that advance community engagement and curatorial practice. This is a term funded position.

### ***Essential Functions:***

- Develop ambitious ideas or concepts to be realized at the Anchorage Museum, locally, and out in the Alaskan community and/or Arctic
- Develop content that enables the museum to become a focal point of community life in the North
- Develop and deliver program/s exploring content, connecting people and sharing ideas
- Work to guide and implement programs that engage, strengthen and inspire the community
- Liaise with artists, researchers and other thought leaders—locally nationally, and internationally
- Explore different curatorial approaches
- Further research and work that is timely and topical
- Form partnerships and engage in networking in multiple communities
- Work within Museum budgets
- Successfully document projects
- Include community collaboration
- Write and speak about curatorial projects and practices
- Represent the Museum in creative and co-creative work
- Explore the leading edge of curatorial practice, community curation and public engagement
- Develop creative documentation modes, creating products that represent work and research and recognizing the Museum's contribution to the work and museum field
- Lead the Museum forward in a way that prioritizes community participation and inclusive interactive programming.

- Develop creative opportunities for diverse audiences to more actively engage in and with the Museum.
- Contribute to the research, development and presentation of projects that interpret contemporary culture and respond to the global flow of information, emerging discourses, new artists, new geographies, new media, and changing contexts
- Advance the activities of Polar Lab, Seed Lab and/or other Museum Initiatives.

***Non-Essential Functions:***

- Coordinate project teams, artists, volunteers, interns, content experts and others as needed
- Assist with grant writing as needed
- Engage participants in the virtual world
- Other duties as assigned

***Knowledge/Skills/Abilities:***

- Must have excellent interpersonal and communications skills
- Ability to work professionally and collaboratively with colleagues from diverse backgrounds in a team-oriented environment
- Innovative, team-oriented and highly motivated
- Able to represent the Museum with professionalism and consistency, and to work and communicate in the best interest of the Museum
- Ability to work with a variety of individuals and agencies.
- Must be able to work independently and organize time efficiently to meet deadlines
- Strong leadership qualities and abilities
- Ability to handle multiple tasks and projects with changing priorities as required
- Strong organizational skills and ability to set and carry out short-term goals while keeping long-term goals in mind
- Must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Must have the initiative to undertake and complete tasks and projects as they arise

***Qualifications:***

- Master's degree in art, museum studies, art history, social sciences or closely related field, preferred
- Two years' experience and demonstrated track record in a curatorial or other closely-related position or an equivalent combination of education and experience, as a community

curator, contemporary artist or community organizer working in arts and culture and/or the environment

***Employee Expectations:***

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Treat everyone with dignity and respect at all times
- Support and uphold the policies, procedures of the AMA as directed by the Museum Director and Board of Directors

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include color and close vision, and ability to adjust focus.

***Work Environment:***

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.