

ANCHORAGE MUSEUM ASSOCIATION

Title: Curatorial Practice Specialist (Guest/Term)	
Reports To: Chief Curator	
FLSA Status: Exempt	EEO Class: Professionals
Approved By: Museum Director & CEO	

The Anchorage Museum welcomes, nurtures, and leverages diversity and inclusion in all we do and recognize all are enriched with the inclusion of diverse voices, viewpoints, and skill sets.

Summary Position Statement:

Under the general supervision of the Chief Curator, and working closely with the Museum Director & CEO, this term position will enhance Museum curatorial practice and scholarship. The Curatorial Practices Specialist will contribute to curatorial programs and exhibitions and serve as project manager for some, developing and organizing content for exhibitions, public programs, events and special initiatives and projects. The Curatorial Practices Specialist will work closely with the Chief Curator to develop strategic plans and processes for some of the Museum's key programmatic activities and approaches, to develop future guidelines that are consistent with the Museum's mission and strategic plan (emphasizing the importance of the public dimension of the Museum and high standards of quality, which include the need for sound scholarship and innovative approaches). The incumbent will focus on developing strategies in the areas of new venture creation, community curation, inclusion, community partnership development, relationship with the arts and cultural communities, and cross-departmental collaborations.

Essential Functions:

- Work towards establishing long-term goals and relationships that strengthen the Museum
- Plan and coordinate programmatic content and projects, promoting teamwork, open communication, scholarship, creativity, innovation, inclusion and outreach
- Liaise with artists, researchers and other thought leaders—locally nationally, and internationally.
- Explore different curatorial approaches
- Work with Chief Curator to systematize the implementation of sustainable curatorial practices

- Work with Museum staff to creatively and successfully document Museum programmatic content and look for new ways via web and social media to disseminate; develop new communication strategies for messaging the curatorial work of the Museum
- Write and speak about curatorial projects and practices; share knowledge and expertise with colleagues.
- Represent the Museum in creative and co-creative work
- Explore the leading edge and develop plans related to the Museum and curatorial practice, community curation and public engagement
- Work to guide and implement programs that engage, strengthen and inspire the community
- Develop creative products that represent the work and research and recognizing the Museum's contribution to the work and filed.
- Develop content that enables the museum to become a focal point of community life in the North.
- Lead the Museum forward in a way that prioritizes community participation and inclusive interactive programming
- Develop creative strategies and opportunities for diverse audiences to more actively engage in and with the Museum
- Contribute to the research, development and presentation of projects, processes and ideas that interpret contemporary culture and respond to the global flow of information, emerging discourses, new artists, new geographies, new media, and changing contexts
- Work in a collegial and collaborative manner with peers and support the Museum mission, efforts, status and goals with internal and external stakeholders

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
- Must have excellent writing skills and familiarity with academic writing and research standards
- 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 preferred 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.