

## ANCHORAGE MUSEUM

Title: Assistant Curator	
Reports To: Chief Curator	
FLSA Status: Non-Exempt	EEO Class: Admin./Support Workers
Approved By: Museum Director and CEO	

The Anchorage Museum sits on the traditional homeland of the Eklutna Dena'ina. The museum is committed to recognizing and honoring the land, culture and language of the Dena'ina people. We recognize and respect the continuing connection, by Alaska Native people and all Indigenous people, to the land, waters and communities.

### *Our Mission*

To be a museum for people, place, planet, and potential, in service of a sustainable and equitable North, with creativity and imagination for what is possible.

### *Our Vision*

A place of ideas and transformation, narratives and perspectives, resilient and relevant communities, responsive to a rapidly changing world toward a better future for all.

We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.

### **Summary Position Statement**

Under the general supervision of the Chief Curator, the Assistant Curator assists with the development and implementation of exhibitions, supporting Museum programs and collections, and works with artists, culture bearers, community groups, and other stakeholders and participants. The Assistant Curator helps realize the program of temporary exhibitions at the Museum and coordinates interdepartmental projects. The Assistant Curator serves key support for the Chief Curator, conducting research, developing content and supporting innovative projects that advance community engagement and access.

### **Essential Functions**

- Assist with exhibition coordination and planning, including scheduling, research, writing text, loans and communications
- Serve as project manager and liaise between curatorial, collections and exhibitions departments
- Write, draft, edit exhibition texts and content for social media and website

- Conduct research, involving academic research, community outreach, archival research, and consulting with culture bearers
- Support the Museum's goals for community curation by prioritizing relationship-building
- Develop robust curatorial programming related to temporary and permanent exhibitions
- Support exhibition installations
- Support artist residencies and convenings around scholarship and curatorial projects
- Manage image permissions for exhibition and publication
- Staff events and communicate and coordinate with other departments regarding curatorial programming
- Support the work of the Curatorial department and the Chief Curator
- Work within budgets
- Assist with grantwriting and reporting
- Serve as an advocate for the Museum and its work, internally and externally
- Work to guide and implement programs that engage, strengthen and inspire the community
- Lead the Museum forward in a way that prioritizes community participation and inclusive, interactive programming

### **Non-Essential Functions**

- Assist with hosting, coordinating and touring research fellows, artists, volunteers, interns, and others
- Engage participants in the virtual world
- Other duties as assigned

### **Knowledge/Skills/Abilities**

- Excellent interpersonal and communications skills
- Strong organizational skills and able to set and carry out short-term goals while keeping long-term goals in mind
- Strong writing, editing, and project-management skills
- Able to work independently and organize time efficiently to meet deadlines
- Initiative to undertake and complete tasks and projects as they arise
- Innovative, team-oriented and highly motivated
- Able to work professionally and collaboratively with colleagues from diverse backgrounds in a team-oriented environment
- Able to handle multiple tasks and projects with changing priorities as required
- Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Maintain a positive attitude and convey a customer-service attitude internally and externally, being a role model for teamwork and the greater organizational good

## **Qualifications**

- Master's degree preferred, in art, anthropology, archaeology, conservation, museum studies, art history, history or other related field
- Three years' experience or demonstrated track record in a curatorial or programmatic or other closely related position or an equivalent combination of education and experience

## **Employee Expectations**

As a Museum 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
- Treat everyone with dignity and respect
- Support and uphold the policies, procedures of the Museum

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 30 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.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I hereby acknowledge I have read and understand the duties listed in this job description. I also understand this job description does not constitute an employment contract or other binding employment promise.

Employee Name: \_\_\_\_\_  
(Please print)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_