Exhibitions Curator - Job Description

The Craft & Folk Art Museum (CAFAM) is seeking a talented and enthusiastic Exhibitions Curator to develop dynamic on-site and traveling exhibitions that explore the leading edge of craft, art, and design, and further elevate the reputation and recognition of the museum as a vital forum to challenge preconceived notions of contemporary craft. The Exhibitions Curator will be an innovative thinker and spokesperson for contemporary craft. S/he will be responsible for developing relationships with local artist, academic, and collector communities, and implementing robust exhibition-related programs that explore the state of contemporary craft and some contemporary folk art. CAFAM is a non-collecting institution and produces six exhibitions and three front window installations per year.

Qualifications (Overview)

Excellent interpretive, writing, presentation/public speaking, and communication skills, and the ability to conduct research toward the creation of progressive exhibitions that illuminate this powerful aspect of visual culture are required. The successful candidate will be fluent in best professional practices, contemporary exhibition techniques, and public access. The ideal candidate will assist with fundraising for upcoming exhibitions and work collaboratively with the CAFAM Exhibitions Team. Master’s degree in art, art history, museum studies, or a related field and three years professional museum experience required.

Essential duties:

Works with the museum’s Exhibitions Team, which includes the Senior Curator of Public Engagement, the Exhibitions Manager, and the Executive Director.

- Develop a roster of temporary exhibitions that engage existing and target audiences.
- Create gallery presentations that are aesthetically impressive and support an excellent visitor experience.
- Integrate research and educational information into easily accessible gallery didactics, lectures, and public programs.
- Develop, with the Executive Director, an annual curatorial budget, fundraising goals, and a multi-year exhibition calendar.
- Partner with Exhibitions Team members in the preparation of exhibition installation schedule and exhibition design.
• Work with Exhibitions Manager on administrative aspects of exhibitions, including preparation of contracts and exhibition inventories, and registrarial duties such as preparing loan forms, condition reports, and organizing shipping logistics.

• Work with guest curators and Exhibitions Manager on previously booked exhibitions and track exhibition development.

• Work collaboratively with other staff to ensure museum goals, objectives, and deadlines are met.

• Maintain active relationships with artists, community members, lenders, donors, and professional colleagues.

• Build partnerships that enhance community engagement.

• Represent CAFAM through media/public interviews.

• Participate in the development of grants and the cultivation of donors.

• Other job related duties as assigned.

Job Requirements/Knowledge and skills:

• Master’s degree in art, art history, museum studies, or a related field and three years professional museum experience with a principal focus on craft, design, and contemporary art.

• Knowledge of the methods, techniques, and procedures involved in the interpretation and exhibition of art for diverse audiences.

• Strong written/oral communication skills and public speaking abilities.

• Ability to manage a budget and work within the means of the museum.

• Demonstrated ability to establish and maintain effective working relationships with staff, visitors, volunteers, donors, collectors, professional colleagues, and other members of the museum community.

• Strong organizational, planning, and research skills.

• Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures. Be able to work flexible hours including mornings, evenings, and weekends.

Other Abilities:

• Ability to work in a shared/open space office environment

• Ability to do some heavy lifting

Qualified candidates should send letter of interest, resume, references, and salary requirements to suzanne@cafam.org. Please note “Exhibitions Manager” in the subject line.