

Curator of Art, Craft, & Design

Bellevue Arts Museum (BAM) is seeking a Curator of Art, Craft, & Design to conceive and coordinate exhibitions that advance the Museum's mission. The Curator brings specialized knowledge and experience to the Museum. In collaboration and communication with the Executive Director, the Curator will oversee the implementation of the Museum's mission and vision through its exhibitions. Responsibilities for the position of Curator include, but are not limited to, the care and academic interpretation of all objects at the Museum, as well as planning, organizing, directing, coordinating and/or supervising curatorial activities related to and informed by the mission of the Museum.

Bellevue Arts Museum is a leading destination in the Pacific Northwest to experience art, craft, and design. BAM engages the community through exhibitions, programs, and publications, featuring regional, national, and international artists. The Museum is a non-collecting institution. With its unique focus on art, craft, and design, BAM promotes dialogue and understanding of the relevance of craft and design within contemporary culture.

Duties & Responsibilities:

Working under the supervision of the Executive Director, the Curator:

EXHIBITIONS

- Conceptualizes, implements, and supervises an active exhibition schedule (approximately ten exhibitions annually) of the Museum with a balance of new/originating exhibitions intended for potential national tour and significant traveling exhibitions.
- Conducts research, conceptualizes, and develops content for new exhibitions and publications
- Manages exhibition proposals submitted to the Museum from artists and outside organizations. In particular:
 - Manages the stages of discussion and decision for each proposal
 - In collaboration with curatorial staff, assesses budgets for each exhibition
 - Manages exhibitions contracts with other institutions, serving as liaison between BAM and other institutions
- Works in collaboration with the Executive Director, advisory committees, and collaboratively with the curatorial staff to determine goals of exhibitions, and publications of the Museum.
- Works with the Head Preparator and Registrar to coordinate and manage aspects of presentations including but not limited to:
 - Installation schedules, gallery layouts, design, pedestal/furniture selection, paint colors, etc.
 - Checklists, loan requests, agreements, and artwork safety.
- Writes and develops interpretive texts, other didactic components, and publication materials.
- Participates in writing, developing, and managing scholarly publications related to exhibitions when appropriate.

- Works with marketing team and graphic designer to produce collaborative texts, labels, and catalogues, on a timely basis and within budget.
- Maintains orderly systems for the management and archiving of exhibitions in keeping with standard museum practice.

OPERATIONS/MANAGEMENT

- Participates in defining policies, objectives, strategies, and goals within curatorial department.
- Manages the curatorial team and provides meaningful input in connection with performance reviews of curatorial staff.
- Develops and manages departmental budgets for exhibitions, publications, and registration activities.
- Collaborates with other relevant departments within the Museum (Education, Marketing, and Development) to contribute to the development and execution of exhibitions, programs, and fundraising.
- Works closely with the Executive Director, Board of Trustees, and Director of Development to support the Museum's fundraising efforts including procurement for the Museum's fundraising events and donor cultivation events.
- Manages an arts committee of internal (from Board and Advisory Council) and external parties that support the work of the Curator and the vision and mission of the Museum.

EXTERNAL

- Engages the arts and professional communities and acts as a public liaison for the Museum (offering tours, giving lectures, interacting with other organizations, artists, collectors, donors, students, press, etc.)
- Advances the Museum's mission and goal to become a recognized national voice in the field of craft and design, through exhibitions, publications, and through partnerships with regional, national, and international arts organizations
- Maintains a current working knowledge of and connection to the field, discipline, and community through community interactions, gallery and studio tours, attendance of local and national events, publications, professional memberships, workshops, and conferences

Experience & Skills:

- Proven experience in curating and exhibition design, coordination, and project management in a museum environment
- Track record of high-quality, scholarly research and writing related to the field of art, craft, and/or design
- Excellent interpersonal skills and demonstrated ability to establish and maintain effective working relationships, both one-on-one and in a team situation, and a commitment to collaboration
- Ability to communicate effectively and in a professional manner, both verbally and in writing

- Self-directed; able to take initiative and anticipate actions as needed
- Attention to detail and ability to conceptualize steps involved in implementing programs as well as to see the big picture
- Ability to multi-task and prioritize in a fast-paced environment
- Proficiency in Microsoft Office Suite essential; Knowledge of Adobe Suite a plus

Qualifications:

Bachelors degree from an accredited college or university required. Master’s degree in curatorial, museum studies, art history, design, or craft and material studies preferred

5+ years related professional experience (preferably in a museum setting)

Salary & Benefits:

Salary for this fulltime, exempt/salaried position is based on qualifications and experience. The Bellevue Arts Museum offers a competitive benefits package

REQUIRED DOCUMENTS:

Your application package should include the following documents:

- Cover Letter
- Detailed Curriculum Vitae

Please email or mail a cover letter and Curriculum Vitae to:

Curator Search
Bellevue Arts Museum
510 Bellevue Way NE
Bellevue, WA 98004

Email: karink@bellevuearts.org

Applications will be accepted until the position is filled.