

# Associate Curator

**Title:** Associate Curator

**Department:** Curatorial

**Type:** Full-time exempt position, with some evenings and weekends

**Salary:** Commensurate to experience

**Reports to:** Chief Curator

**Organization:** Bellevue Arts Museum

## Bellevue Arts Museum

Bellevue Arts Museum provides a public forum for the community to contemplate, appreciate, and discuss visual culture. We work with audiences, artists, makers, and designers to understand our shared experience of the world.

## Description

Bellevue Arts Museum is seeking an Associate Curator to assist the Curatorial Team with exhibition conception, research, planning, design, coordination, and execution. The ideal candidate will have a proven experience in curation and in exhibition design, coordination, and project management, preferably in a museum environment. The candidate should also have excellent interpersonal skills, communication skills, and strong attention to detail, as well as the ability to multi-task, solve problems, think creatively, and prioritize in a fast-paced environment.

## Essential Duties and Responsibilities

- Work with Chief Curator and Curatorial Team on exhibition research, planning, design, and execution
- Conceive and coordinate exhibitions that advance the Museum's mission
- Initiate and maintain contact with artists, galleries, and other relevant parties
- Manage exhibition proposals submitted to the museum. In particular:
  - Manages the stages of discussion and decision-making for each proposal
  - In collaboration with Curatorial Team, assesses budgets for each exhibition
  - Manages exhibition contracts with artists and other institutions, serving as liaison for the Museum
- Coordinate with Registrar and Chief Preparator on installation schedules and technical requirements as directed by exhibition designs
- With Registrar, prepare loan paperwork, draft contracts, manage contract negotiation process, and track correspondence with partnering institutions
- Manage production schedule of gallery guides in coordination with Curatorial and Marketing Teams
- Prepare exhibition graphics and didactic materials in coordination with Marketing Team
- Manage the annual exhibitions schedule, communicating it effectively to other Museum Teams
- With Chief Curator, Registrar, and Chief Preparator, develop and manage the Curatorial Team's annual budget
- Download, edit, and organize digital images for internal archive purposes.
- Maintain a current working knowledge of and connection to the field, discipline, and arts community through interactions; gallery and studio tours; attendance of local, regional, and national events; publications; professional memberships; workshops; and conferences

- Engage the community and act as a public liaison for the Museum (offering tours, giving lectures, interacting with other organizations, artists, collectors, donors, students, press, etc.)
- Participate in defining policies, objectives, strategies, and goals within Curatorial Team
- General administrative duties as required, including periodic supervision of interns
- Perform work on weekends and evenings as needed to meet applicable deadlines
- Other duties as assigned, including work on the BAM annual fund-raising gala

### **Supervisory Responsibilities**

- Keep Chief Curator apprised of Curatorial Team's day-to-day

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education/Experience:

Bachelor's degree required. Master's degree (M. A.) preferred. 2+ years related experience and/or training (or equivalent combination of education and experience) is also required.

Prior experience and/or current skills must include:

- Proven experience in curating and in exhibition design, coordination, and project management, preferably in a museum environment
- 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
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions provided in written, oral, diagram, or schedule form
- Must be organized, accurate, with high attention to detail
- Ability to think creatively and bring new ideas to the table
- Must be reliable and have the ability to meet deadlines and commitments

#### Computer Skills:

Proficiency with Microsoft Office, including Excel, Outlook, and Word. Knowledge of Sketchup, InDesign, Photoshop, and Illustrator a plus.

#### Certificates and Licenses:

None Required

### **Physical Demands and Work Environment**

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may occasionally carry materials weighing up to 25 pounds. Extensive keyboarding is required as is the ability to grasp, grip, and reach.

Environmental Conditions:

The work is typically performed in an office or museum environment, with a moderate noise level. Local travel may be required.

**To apply**

Please send resume and cover letter to Ben Heywood at [hr@bellevuearts.org](mailto:hr@bellevuearts.org). No calls, please. Position open until filled.

*Bellevue Arts Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*