

**DATE:** October 2020  
**POSITION:** Interim Director and Curator of Exhibition Department  
**DEPARTMENT:** Feldman/511 Gallery  
**REPORTS TO:** Academic Dean  
**DURATION:** Contract from November 2020 – May 2021

### **JOB DESCRIPTION**

**PRIMARY PURPOSE:** Responsible for the overall development, coordination, evaluation and successful execution of Exhibition Department activities, including curatorial endeavors on and off campus, in service to the mission of the College. Oversees the budget and administration of the Exhibition Department and its activities. Represent the Exhibition Department publicly to foster community support. Works closely with faculty to ensure exhibitions and programs provide opportunities for curricular response.

**ABOUT PNCA:** PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equality in our admission and employment practices. Students and employees will be treated fairly without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity.

### **Description of Duties & Responsibilities:**

#### **Curatorial/Exhibition and Programming**

- Research and development of nationally and internationally striking exhibitions and programs, demonstrating a high degree of social, ethical and progressive engagement
- Coordinates and chairs the Exhibition and Program Committee.
- Develops a network of peer institutions, curators, scholars, artists and collectors from which exhibitions may be created or borrowed, original scholarship commissioned, or programming developed.
- Functions as a liaison between academic and administrative departments as well as with the public, other institutions, organizations and scholarly communities
- Originates or collaborates with adjunct or guest curators to research, develop and execute curatorial projects.

#### **Curriculum and Research**

- Works with Academic Affairs office, faculty, and Continuing Education to develop curricular offerings related to curatorial practice, exhibitions and programs.
- Provides mentorship and professional leadership for students, interns and volunteers, and demonstrates a commitment to the academic initiatives and mission of PNCA.
- Supports researchers, PNCA faculty and graduate students on curatorial-based research and scholarship.

#### **Administration**

- Develops and oversees Exhibitions Department budget.
- With Communications office develop and execute a marketing and promotions plan for Exhibition department activities
- Oversees the Graduate Curatorial Fellowship and Undergraduate Student Galleries Coordinator
- With Advancement Team, develops fundraising goals for Exhibitions department including but not limited to: Capital Campaign goals, budgetary goals, grants, sponsorships, business support, membership, earned income.
- Collaborates with college departments on integrated functions, including but not limited to: Advancement, Communications, Continuing Education, Facilities, Finance, HR, and IT.
- Assists Advancement Team on grant writing/reporting and communications support linked to curatorial projects.
- Communicates effectively with, manages and mentors staff.
- Represents Exhibitions Department on various campus Committees
- Develops and implements administrative policies as needed.
- Oversee work study team as needed
- Receive, install and ship exhibitions
- Help ensure college-wide knowledge of exhibitions occurs in a timely manner allowing a curricular response
- Maintain the Exhibition and Events online calendar and work closely with the Communications Office to ensure they have the information needed to promote the exhibitions and events.
- Work closely PNCA's documentation function within Academic Affairs and Communications Department to document and archive exhibition information. This would include slides of the work of the artist, press coverage, speaking notes, photos, etc.
- Research and make available in the library relevant textual and visual materials to the exhibition
- Work closely with security to ensure work is protected from vandalism and theft
- Other job-related duties as assigned

#### **REQUIRED QUALIFICATIONS:**

- B.A. in art, art history, design, museum studies or collection management
- Minimum 5 years of curatorial and programming experience
- Expertise in contemporary art and design practice.
- Excellent interpersonal skills.
- Strong organizational and communication skills.
- Demonstrated supervisory experience, especially of employees, interns, volunteers, and contractors.
- Ability to solve problems proactively and creatively.
- Ability to work collaboratively with diverse groups from the community at large (local, national and international).
- Ability to prioritize a demanding workload, meet deadlines, and work flexibly under pressure.

To apply for this position, please submit your CV and a cover letter to [hr@pnca.edu](mailto:hr@pnca.edu)  
Applications are due by November 15, 2020, or until the position is filled.