

Bronx Museum of the Arts Curator position description

Title: Curator

Reports to: Executive Office (Director/Deputy Director)

Status: Full time, Non-exempt

Mission

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences to the urban experience through its permanent collection, special exhibitions, and education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum of the Arts has prioritized serving the underserved communities in which it was founded. Always free and open to the public—so there are no barriers to access—The Bronx Museums' programming expresses its tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

General Summary

The Bronx Museum of the Arts seeks a Curator to join a team working towards social justice and reimagining the museum in service to its communities. The Bronx Museum of the Arts (BxMA) is at an exciting moment: under the leadership of a new Executive Director, it approaches its 50th anniversary and a pending capital project that will refresh its Southern lobby and its public connection, while adding programmatic space.

Overall Responsibilities

The Curator provides oversight of all curatorial activities, including all Bronx Museum exhibitions (onsite and offsite), curatorial-related programs, curatorial printed matter, and the Museum's permanent collection. S/he serves as the in-house curatorial expert and spokesperson for the BxMA, with an appetite for interfacing with a broad and interested public, including a range of artists, community members, colleagues, students, funders, and Board Members. S/he is responsible for overseeing research, project development, interpretation, budgeting, implementation, tracking, documentation, dissemination, conclusion, and reporting.

The Curator reports regularly on progress to the Executive Office, recommends action, and implements approved activities. The Curator is responsible for monitoring and tracking expenditures, keeping within approved budgets, and providing materials as requested for the Development Department and for Public Relations. The Curator is engaged with seeking support for approved projects and for the institution's Gala benefit/s, as well as other smaller cultivation events throughout the year. The Curator oversees departmental workers and insures the productive interaction of Curatorial with all staff, especially the Education Department.

The Curator supervises and annually reviews the Curatorial staff, supervises approved contract workers, and is eager to seek out and nurture interns and fellows to both provide opportunities for training and also to enhance the BxMAs abilities.

General Exhibition Program responsibilities:

- Responsible for all aspects of planning for all BxMA exhibitions, curated in-house or by guest curators, including but not limited to: correspondence, contracts/agreements, budgets and estimates, checklists, short and long narratives, power point presentations, and other materials; proposed programming calendars, biographies, bibliographies and other educational materials; and preliminary, fundraising and managing the department's activities in accordance with approved budgets.

- Responsible for future planning, including responding to unsolicited proposals, and seeking out desirable proposals and collaborations for the Director's review.
- Works collaboratively with the following to develop, implement, and report on: Development for fundraising; Public Relations for marketing plan; Education for interpretation and programming; Security and Maintenance for implementation, and others as required.
- Working in tandem with the Registrar and/or Permanent Collection Manager, the Curator is responsible for the coordination of all aspects of Temporary Loans and movement of objects into and out of the Permanent Collection, including: all loans and loan forms, incoming and outgoing packing and shipping, insurance forms, donations forms, photography, framing, and all professional services.
- Produces and/or oversees all final texts for invitations, press releases, signage, brochures, website materials, ad copy, and other public materials, and, when budget allows, publications. Coordinates with necessary and approved editors, translators, designers and other providers in the production of said materials.
- Produces proposed exhibition layouts and installation and de-installation schedules, including the planning of personnel (security, art handlers, operational personnel, artists, etc.), display furniture, mounting needs, a/v equipment and its installation, and other site-specific technicalities. Insures materials and personnel needed are present as required. Maintains and updates schedule during installation and de-installation, informing all parties of any changes.
- Plans, coordinates, implements, is responsible for the supervision of all installations and de-installations as the Museum's curator-in-charge, serving to solve any unexpected problems or issues which may arise.
- Works productively with finance, reviewing, approving and providing appropriate paperwork for payments, backup for credit card purchases, contracts for review, and end-of-year financial information requested and required by law in a timely fashion, for all Curatorial related activities.
- Oversees the conceptualization and implementation of Curatorial public programming, and collaborates with Education Department in the development of their interpretive and public programming.
- Serves on AIM panels and juries as needed.

Permanent Collection

- Oversees ongoing research and maintenance of the Permanent Collection and undertakings related to loans, exhibitions, digitization, or other projects.
- Oversees the Permanent Collection database and files, and provides images, captions, and any required permissions for press, education, the Museum Shop, colleagues, and others.
- Serves as the primary liaison to the Permanent Collection Committee, working on policies, seeking donations (or acquisitions as funds allow), and developing activities in order to enhance the Permanent Collection.

- Handles offers of donation, receiving materials and making recommendations to the Executive Office. Prepares all materials required from Curatorial and other departments for Permanent Collection Committee and Board of Trustee meetings.

Other

- Working in tandem with Development, Special Events, Public Relations, and others, collaborates on the development and implementation of press events and receptions.
- Working in tandem with Development, Special Events, Public Relations, and others, collaborates on the development and implementation of the annual spring Gala, the fall fundraiser at the Museum, and other cultivation or VIP group events.
- Assist in preparing materials for grant proposals and reports, related to Curatorial activities, exhibitions and programs.
- Attends institutional meetings, including Senior Staff, Staff, and Board Meetings as requested, and other scheduled meetings with funders, artists, curators, or professional colleagues as requested.
- Other tasks as assigned and agreed upon by employee and supervisor.

Desired Requirements

- Master's Degree in Art History, PhD preferred
- Minimum 5 years of professional curatorial or museum experience, overseeing staff and working with a Permanent Collection preferred
- Excellent oral, written, and interpersonal skills
- Fluency in various computer and digital imaging systems (TMS a plus)
- Ability to manage simultaneous priorities and meet deadlines
- Ability to maintain a flexible work schedule
- Ability and appetite to work well and/or supervise various constituencies
- Spanish/English bilingual skills a plus

To Apply

Please email resume, cover letter and two writing samples to: humanresources@bronxmuseum.org and include "curator" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.