



**Nordic Museum 2019 Job Description**

<b>Position Title:</b>	Director of Curatorial Affairs
<b>Division:</b>	Curatorial (Collections, Exhibitions, Education, and Programs)
<b>Reports To:</b>	CEO
<b>Status:</b>	Full-Time (Exempt)
<b>Revision Date:</b>	2-26-19

<b>Position Overview</b>	<p>Director of Curatorial Affairs is a member of the senior management team. In this role, the incumbent is responsible for providing oversight and strategic guidance for the curatorial, exhibitions, and education functions of the Museum. The position will lead staff and manage department activities, which encompass educational and public programs, temporary and permanent exhibitions, and collections management, care, and interpretation.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Lead and manage the Curatorial Division in sourcing, planning, development, and implementation of quality exhibitions, educational programs and publications, and stewardship of the Museum’s collections.</li> <li>• Propose/develop/organize exhibitions, educational experiences and publications that are relevant, engaging, and mission-driven.</li> <li>• Lead and manage the Curatorial Division staff and budget.</li> <li>• Oversee and provide guidance to the Collection Manager, ensuring use of best-practices in compliance with the Collections Plan and Collections Management Policy; Serve as staff liaison to Collections Committee.</li> <li>• Oversee and provide guidance to the Program Manager to ensure that exhibitions and education programs serve the mission of the Museum by providing excellence in community engagement and advancing scholarship.</li> <li>• Network with peers nationally and internationally to develop and expand Museum programs and partnerships.</li> <li>• Develop long-range and strategic plans to enhance and expand programmatic efforts.</li> <li>• Oversee the evaluation process for curatorial, exhibition, and programmatic activities</li> <li>• Conduct annual staff performance reviews.</li> <li>• Work with other departments to fulfill the Museum’s mission and advance the Museum’s artistic and programmatic goals.</li> <li>• Work with the CEO, and leadership in cultivation efforts for collection donations, and operating and capital support.</li> <li>• Participate in Museum outreach, community events, and engagement efforts by representing the Museum at conferences, professional meetings, and at other events.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Research and publish collection; Write museum copy (labels, texts, kiosk entries, etc.), and provide editorial and proofreading support for interpretive texts, publications, grants, press materials, and other communication pieces as needed.</li> </ul>
<b>Other Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Broad knowledge of contemporary and traditional Nordic art, history, and culture.</li> <li>• Outstanding project management and research skills.</li> <li>• Proactive management style and excellent supervisory skills; ability to participate in project teams and a diverse support base, including volunteers.</li> <li>• Demonstrated ability to build relationships with other institutions, donors, and collectors.</li> <li>• Ability to establish and implement policies and procedures to achieve objectives.</li> <li>• Ability to manage multiple tasks and projects with high energy and strong problem-solving skills.</li> <li>• Ability to work effectively under pressure, use independent judgment and produce a quality work product within tight time constraints.</li> <li>• Ability to follow complex oral and written instructions; interpret and present information effectively.</li> <li>• Excellent communication, effective listening, and interpersonal skills.</li> <li>• Must be able to quickly and accurately assess priorities.</li> <li>• Proactive in meeting important deadlines.</li> <li>• Highly organized and detail oriented.</li> <li>• Ability to maintain strict confidentiality of extremely sensitive records and conversations.</li> <li>• Excellent verbal, writing and editing skills: English usage, spelling, grammar, punctuation and vocabulary.</li> <li>• Adaptable to changing business situations and environments.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Advanced degree in relevant field of study (M.A. required, Ph.D. preferred).</li> <li>• 7 or more years of curatorial and programmatic experience, including the successful development and management of museum exhibitions.</li> <li>• 5 or more years of management experience in a similar environment.</li> <li>• Prior experience working with donors, collectors, and trustees.</li> <li>• Demonstrated leadership skills, with a collaborative approach to project planning and implementation.</li> <li>• Demonstrated record of research, scholarship, and publications.</li> <li>• Expert knowledge of museum best practices, with respect to educational and community programs, exhibitions, and collections.</li> <li>• Occasional weekend and evening work</li> <li>• Proficient in Microsoft Office including Word, Outlook, Excel, and PowerPoint. Collection management software experience desired.</li> <li>• Proficient in PC platform</li> <li>• Valid driver's license</li> <li>• Ability to lift 20lbs</li> <li>• Ability to be seated/standing for extended periods</li> </ul>

NOTE: This job description is not intended to be all-inclusive. Employees may perform other duties to meet the ongoing needs of the organization.