



City of Tempe

CURATOR+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	275	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Specialist II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

DISTINGUISHING CHARACTERISTICS
This is the journey-level professional class in the Curator+ series. This class is distinguished from the Senior Curator+ by the performance of less complex duties and increased oversight of tasks. Assigned responsibilities within the series include one of the following areas of responsibility: photographs and archives; three-dimensional collections; exhibitions; historical research; education and interpretation; public programming and special projects. Appointment to the higher level within the classification requires that the employee perform the full range of duties for a minimum of two years as a City of Tempe Curator+ with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

REPORTING RELATIONSHIPS
Receives direction from the Museum Manager (for Tempe History Museum roles) or Tempe Center for the Arts General Manager (for Visual Arts role) or from other supervisory or management staff. Curator may supervise temporary staff, contractors, interns and volunteers.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of museum or curatorial experience in an area related to the core functions of the position. <u>When assigned to Visual Arts:</u> Two (2) years of art gallery or museum management and curatorial experience.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in history, anthropology, museum studies, or degree related to the core functions of this position. <u>When assigned to Exhibits:</u>

	<p>Equivalent to a bachelor’s degree from an accredited college or university with major course work in fine arts, exhibition design, history, anthropology or degree related to the core functions of this position.</p> <p><u>When assigned to Visual Arts:</u></p> <p>Equivalent to a bachelor’s degree from an accredited college or university with major course work in arts administration, art history, fine arts, humanities or degree related to the core functions of this position.</p>
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To provide expertise, skills and knowledge to perform duties related to the mission and purpose of the City of Tempe’s museums, galleries and historic properties in the areas of Exhibitions, Collections, Education, Programming, History or Visual Arts.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Participate in the budget process and monitor expenses.
- Supervise, train and evaluate assigned volunteers and staff.
- Assess the needs and desires of the community as they relate to the programs, services and facilities of the Arts & Culture Division.
- Assist in the preparation of program marketing materials, including news releases, flyers and brochures, and in close collaboration with marketing and communications staff.
- Respond to inquiries from the public regarding programs, services and facilities of the Arts & Culture Division.
- Assist in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with the delivery of programs and services and the operation of facilities of the Arts & Culture Divisions.
- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

When assigned to Exhibits Curation (Tempe History Museum):

- Plan, design, organize and coordinate various changing and permanent exhibits, displays, and other special presentations in the Tempe History Museum and at other municipal buildings and satellite locations

- Conceive, model, and design exhibition experiences with consideration of layout, graphic design, storyline, interactivity, and/or flow of exhibits;
- Oversee and participate in planning and implementation of programs delivered in conjunction with exhibitions.
- Schedule changing exhibits; design and fabricate exhibits; develop cost projections for exhibit fabrication and installation; maintain exhibit fabrication workshop; manage associated contractors
- Oversee the inspection, repair and maintenance of exhibits to ensure standards of quality and timeliness are met
- Design and fabricate, print or create a variety of printed materials including exhibit graphic and text panels, labels, brochures and signs in close collaboration with marketing and communications staff.
- Collaborate with other Museum staff to plan and deliver on exhibit learning goals, interpretation, interactive education components and related programs for permanent and changing exhibits, including fabrication of hands-on materials for educational programs.
- Create and install exhibits in historic houses and other off-site locations.
- Research, write and edit exhibit text for changing exhibits, as part of the curatorial team.
- Work with other institutions and/or community organizations in developing and coordinating collaborative exhibits;
- Provide installation and de-installation assistance to the Visual Arts curator at Tempe Center for the Arts, if required.

When assigned to Historical Research and Interpretation (Tempe History Museum):

- Preserve and expand the museum's research base; ensure research base accessibility to the public and other professionals; oversee organization of research library; assist staff and patrons in use of research library.
- Preserve and expand the museum's research base.
- Oversee the organization of the research library; maintain and update historical information as received.
- Assist the public and staff with research requests and inquiries with materials from the research library and archives.
- Develop themes for museum publications, exhibits and educational programs.
- Write text for various documents including exhibit labels, research reports, tours, pamphlets and other materials for the public.
- Oversee and coordinate the museum's oral history program; research and select narrators for oral history interviews.
- Present recommendations regarding potential donations of photographs, archives and/or three-dimensional objects.
- Ensure that historical information presented in exhibits, printed materials and educational programs is accurate.

When assigned to Photographs and Archives (Tempe History Museum):

- Document historical photographs and archives in the museum collections.
- Catalog and provide detailed description of historical photographs and archives; enter information into computer for future reference and inventory; maintain and update new information as received.
- Present recommendations regarding potential donations of photographs and archives.
- Determine and order proper preservation storage equipment and/or supplies for photographs and archives.
- Maintain proper storage environment and conditions for photographs and archives; manage the collections physical storage space, collection storage arrangement and equipment; design and fabricate physical support, mounts and archival housings for materials.
- Plan and supervise a collections maintenance schedule.
- Assist the public and staff with research requests, inquiry and photographic reproduction orders.
- Oversee rights and reproduction for use of photographs and archival material.
- Create or oversee creation of digital images for preservation and documentation of collections.
- Maintain and update inventory of photograph and archive collection.

When assigned to Three-dimensional Collections (Tempe History Museum):

- Document all three-dimensional artifacts in the museum collections.
- Catalog and provide detailed description of three-dimensional artifacts; enter information into computer for future reference and inventory; maintain and update new information as received.
- Present recommendations regarding potential donation of three-dimensional objects.
- Determine and order proper preservation storage equipment and/or supplies for three-dimensional artifacts.
- Maintain proper storage environment and conditions for three-dimensional artifacts; manage the collections physical storage space, collection storage arrangement and equipment; design and fabricate physical support, mounts and archival housings for materials.
- Plan and supervise a collections maintenance schedule.
- Assist the public and staff with research requests and inquiries relating to the three-dimensional collections.
- Oversee object handling and documentation of objects on exhibit.
- Supervise the Museum Registrar.

When assigned to Visual Arts (Tempe Center for the Arts):

- Manage gallery and exhibitions needs for the Tempe Center for the Arts and exhibition satellite locations included in the Arts & Culture Visual Arts Exhibitions Program.
- Create exhibition development plans that responded to current visual arts trends both nationally and at the local level; work with professional colleagues and community members in the development of plans.

- Curate and/or coordinate curatorial services for exhibitions in the Arts & Culture Exhibitions Program.
- Participate in the formulation of policies and procedures relating to the operations of the City of Tempe Arts & Culture Visual Art Exhibitions Program and the Tempe Center for the Arts Gallery.
- Participate in the budget process and monitor expenses.
- Assess the needs and desires of the community as they relate to the programs, services and facilities of the Arts & Culture Division.
- Assist in the preparation of program marketing materials, including news releases, flyers and brochures.
- Respond to inquiries from the public regarding programs, services and facilities of the Arts & Culture Division, Visual Arts Exhibitions.
- Assist in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with delivery of programs and services and the operation of facilities of the Arts & Culture Division.
- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.
- Maintain effective and consistent one-on-one dialogue with all employees on a regular basis.
- Coordinate activities including docent services, gallery operations, installations, de-installations, exhibit schedules, and other gallery activities.
- Plan, manage and coordinate public programs, events and activities related to the Tempe Center for the Arts gallery and exhibition satellite locations included in the Arts & Culture Exhibitions Program.
- Perform and coordinate tasks, including contracting, contract administration, and record keeping associated with the incoming and outgoing loan of artworks, purchase or commission of artworks for exhibitions, placement and inventory of city-owned and on-loan artworks, and procurement of visual arts exhibits services.
- Participate in the budget process and monitor expenses related to the Arts & Culture Visual Art Exhibitions Program.
- Coordinate with other City Staff regarding Americans with Disabilities Act (ADA) requirements pertaining to gallery operation and to assure adherence to fire and safety procedures in assigned areas. Adhere to professional standards for gallery operation and exhibitions.
- Respond verbally and in writing to complains and credits from the public and clients.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective January 1999</i> <i>Revised November 2007 (Flex Class)</i> <i>Revised March 2018 (update job title, reporting relationship, min quals, & add Visual Arts job duties)</i> <i>Revised July 2022 (update reporting relationships, min quals, & Exhibits job duties)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Curator+

Job Code: 275

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand		X		
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Fumes		X		
Computer Software			X	
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting			X	
Confined Spaces		X		
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface		X
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**