

## **Curator**

The Cafesjian Art Trust Museum (the Museum) is hiring a Curator. The curator will be responsible for a collection of over 4,000 works of modern and contemporary fine art, glass, and decorative arts. They will research and build the collection and curate exhibitions for the Museum's Main Gallery and Focus Gallery. This position serves as a main point of contact to outside entities for information related to the Museum, collections, and exhibitions. The curator is expected to become an expert on the Museum's collection and use this knowledge to make informed collections and exhibition decisions.

### **Exhibitions**

- Develop a program of visitor-centered exhibitions and advance understanding and exposure of the Museum's collection to local and national audiences.
- Propose, organize, and produce exhibitions of works from the Museum's collection and on loan from other institutions.
- Ensure exhibitions are well-conceived, developed, researched, and designed, and reflect institutional priorities and goals.
- Produce audience-appropriate didactic texts and other interpretative materials.
- In conjunction with the Director of Education and Community Engagement, develop and deliver docent training related to exhibition content.
- Lead exhibition tours, give formal lectures, and participate in public programming, including Q&A sessions, community events, artist talks, etc.
- Coordinate exhibitions with guest curators and community groups.
- Supervise the installation and de-installation of exhibitions.

### **Collections**

- Be an authority on the Museum's collection.
- Write, present, and consult on objects and topics related to the collection.
- Locate, research, and propose potential acquisitions for the Museum's collection.
- Respond to inquiries from the public, guests, scholars, and colleagues about the collection and assist visiting researchers.
- Research and publish materials that feature objects in the collection and contribute to art history scholarship.
- Lead tours for important visitors and groups through the galleries and storage areas.
- Write or review materials for museum communications related to the collections.
- Foster and maintain professional relationships with artists, dealers, galleries, and auction houses.
- Evaluate loan requests from other institutions, in collaboration with the Director of Collections.
- In collaboration with the collections team, ensure the highest standards for storage, conservation treatment, framing, and display of collection objects.

## **Other**

- Foster and maintain relationships with community partners and the public and assist the Director of Education and Community Engagement with community outreach.
- Professionally represent the museum in interviews with the media.
- Research and keep up to date with museum curatorial best practices and developments.
- Maintain a professional network, including with peer institutions and relevant organizations.
- Help with events, programs, social media, and blog posts as needed.
- Budget management.
- Participate in continuing education and professional development opportunities.
- Willingness to assist with exhibition changeovers on occasion. Due to the Museum's small staff, cross-training and providing occasional help outside of normal duties is required.
- Perform other duties as assigned or developed.

## **Minimum Qualifications**

- Master's degree in art history, museum studies, or related field.
- 5 years of experience working in a non-profit museum setting.
- Strong research and writing skills.
- Strong organizational skills, attention to detail, and ability to manage several projects simultaneously.
- Knowledge of modern, contemporary, and decorative arts.
- Working knowledge of a second language. Armenian, French, Italian, Japanese, Russian, or Swedish preferred.
- Experience working with a diverse public, including people with disabilities.
- Strong communication skills, both written and verbal, and comfortable with public speaking.
- Creative thinker.
- Experience supervising, mentoring, and evaluating volunteers and interns.
- Experience with TMS or other museum database software.
- Proficiency in Microsoft Office Suite, including OneDrive, Word, Excel, and PowerPoint.

## **Preferred Qualifications**

- Knowledge of Studio Art glass.
- Grant writing experience.
- Experience with Adobe Acrobat Pro, Adobe Creative Suite, web design, video editing apps, Canva, Trello or other workflow management tools, and social media platforms.

## **Job Specifications**

- This position reports to the President/CEO and provides regular updates on work progress. Additionally accountable to the rest of the Museum team.
- The position is non-remote, though work-from-home is available on occasion.
- Schedule: Monday–Friday 8am–4:30pm. Schedule flexibility is required, including the ability to work Saturdays and occasional evenings, as determined by the museum's needs. Occasional travel is necessary for this position.
- This position is not eligible for relocation assistance.

## **Pay and Benefits**

- Pay Range: \$70,000–\$85,000
- Full-time, exempt
- Full Time status provides competitive benefits including
  - 20 days of paid vacation
  - 10 days of paid sick leave
  - Paid holidays
  - Medical/dental/vision/life insurance
  - After one year, 401k with 3% match, among other benefits.

## **Physical Requirements**

- Able to sit at a desk operating a computer for a prolonged period of time.
- Ability to facilitate a gallery tour for an hour at a time.
- Good hearing and vision.
- Good hand-eye-coordination.

## **About the Cafesjian Art Trust**

The Cafesjian Art Trust Museum (the CAT) is a free public museum housing the collection of art lover and philanthropist Gerard Cafesjian. The CAT's collection, which includes over 4,000 works, is displayed in thematic exhibitions that rotate approximately every six months. The CAT was established in 2016, opened in 2022, and is just north of Saint Paul at 4600 Churchill Street, Shoreview, Minnesota.

## **To Apply**

Please send a cover letter, resume, writing sample (can be an excerpt, at least 300 words), and a list of 3 professional references to [admin@cafesjianarttrust.org](mailto:admin@cafesjianarttrust.org) by September 8, 2024.

The Cafesjian Art Trust is a 501(c)(3) not-for-profit organization.

*The Cafesjian Art Trust is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.*