



Job Description – Gibbes Museum of Art

Current Update: April 2022

Job Title: Associate Curator of Contemporary Initiatives and Visiting Artists

Department: Education and Programs

Reports To: Director of Education and Programs

Basic & Primary Responsibilities of Position—Summary:

The Associate Curator of Contemporary Initiatives and Visiting Artists implements, manages, and curates the Gibbes Visiting Artist program, studio classes, and the 1858 Prize for Southern Contemporary Art. This position works in a collaborative department and requires an outgoing individual with excellent organization and time management skills to oversee multiple projects with different timelines simultaneously. The Associate Curator of Contemporary Initiatives and Visiting Artists reports to the Director of Education and Programs and works closely with the Curator of Education and Programs, and across departments to conceptualize and develop meaningful relationships between local and regional artists and museum audiences through the artist residency program, studio art classes, and other community outreach programs.

Break Down of Essential Functions:

- Develop, curate, and implement Visiting Artist program, from call for submissions to residency period
- Develop original products made and/or designed by Visiting Artists in collaboration with the Museum Store Manager
- Curate and schedule the Ruth and Bill Baker Art Sales Gallery, where the Gibbes currently displays works by past visiting artists
- Coordinate shipping of sold works to customers from Ruth and Bill Baker Art Sales Gallery
- Design and implement studio classes for adults and children led by current and past visiting artists
- Organize the annual 1858 Prize for Contemporary Southern Art, from the call for submissions to coordination of the review panel of arts professionals for application review
- Manage event logistics for the Amy P. Coy Forum, where each year the 1858 prize-winner is honored alongside review panelists
- Engage with the public as a Gibbes representative at community art events and gallery openings

- Assist in donor cultivation, grant writing, and general messaging for emails, communications, and social media outreach as it pertains to the Visiting Artist program
- Implement all education and enhancement program scheduling related to the Visiting Artist program, including updating the online calendar, AV slides on museum monitors, and events
- Collaborate with all Education and Program staff on larger engagement events like Distinguished Lecture Series and other educational outreach opportunities
- Assist with Museum Teacher and Docent training.

Minimum Job Requirements:

- Education Required: BA in arts management, studio art, or other related fields.
- Experience Required: One (1) – Two (2) years experience providing support in a museum, gallery, or arts administration setting.
- Experience Preferred: Two (2) – Four (4) years experience providing support in a museum, gallery, or arts administration setting. BA in Art History.

Special Skills, Licenses or Certifications:

Current and proficient in computer skills—Word, Excel, and PowerPoint. A strong understanding of visual art and the contemporary art field (especially in Charleston and the South) is required. Candidates must be able to interact with visual artists at different points in their careers and build meaningful relationships with those artists. Therefore, strong social skills including the ability to relate in a positive manner with all cultures and socio-economic audiences is required. Excellent oral communication skills are necessary in properly articulating the mission and vision of the Gibbes Museum to the community. Familiarity with SlideRoom is a benefit as is art handling experience.

Working Environment:

Able to lift up to 25 pounds. Comfortable with climbing ladders and handling artwork and art installation tools. General, temperature controlled office environment. Some evenings and weekends are required for programs and special events. Some overnight travel might be required.

Equipment Necessary:

Standard office equipment (e.g. copier, phone, etc.) and PC (computer) networking system.

Position: Exempt X Non-Exempt Contractor

BACKGROUND CHECK:

The applicant must successfully complete a background check.

COMPENSATION:

- Salary: \$40,000 - \$45,000 per year.
- Generous paid time off.
- 15 paid holidays.
- 401 (K) matching.
- Paid health, dental, and vision insurance.
- Free and discounted tickets to museum events.
- Paid parking.

Please provide the following as part of your application:

- Cover letter detailing your interest in the Gibbes Museum and your qualifications (PDF).
- Resume including education and experience (PDF).

Send application by email to: careers@gibbesmuseum.org

The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.

Location: 135 Meeting Street, Charleston, SC 29401