JOB DESCRIPTION

POSITION TITLE: Curator/Academic Liaison for Art and Artifacts

SUPERVISOR: Director of Library Collections and Seymour Adelman Head of Special Collections, Information Services

CLASSIFICATION: AP

SUMMARY:
The Curator/Academic Liaison is responsible for fostering the use of the College’s art and artifact collections through teaching, exhibitions, and scholarly research. The Curator/Academic Liaison will engage with faculty in disciplines that use the collections most heavily, and will be an active participant in the programs of the Graduate Group in Archaeology, Classics, and the History of Art, particularly the graduate curatorial internship program. The Curator/Academic Liaison will also play a leadership role in the exhibitions program, and will work closely with the Collections Manager for Art and Artifacts and the other members of the Special Collections Department in developing policies and priorities for the administration and cataloging of the collections.

RESPONSIBILITIES:

- Work with faculty across the curriculum to support teaching from the collections.
- Teach classes on collection objects and museum practice.
- Curate exhibitions and oversee student-curated exhibitions.
- Publicize the collections through print publications, websites and programs.
- Manage program of graduate and undergraduate assistantships and internships.
- Develop and maintain effective relations with donors and prospective donors.
- In association with the Collections Manager and other members of the Special Collections staff, set priorities, policies, and procedures for cataloguing, preservation and security of the collections.
- Develop grant proposals to advance program initiatives.
- Respond to inquiries regarding objects in the collections.
- Hire and supervise student assistants.
- Represent Bryn Mawr College at professional and scholarly meetings.

EDUCATION AND EXPERIENCE:

Required: Master’s Degree in appropriate field, with at least three years of professional curatorial experience. Strong written and oral communication skills and the ability to work collaboratively with a wide range of people.

Preferred: Ph.D. in the history of art, archaeology, or other relevant field; experience in a college or university museum; a record of successful grant proposal writing; and supervisory experience.