

CURATOR - ART GALLERY
(Chappaqua Public Library)

GENERAL STATEMENT OF DUTIES: Operates and maintains an art gallery in a public library; develops and implements schedule of exhibits; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, the incumbent is responsible for the scheduling, operation and maintenance of an art gallery. Skill must be utilized and independent judgment exercised in planning and installing exhibits. Supervision may be exercised over a small number of full and part-time personnel during the installation and taking down of exhibits and during preparation of publicity materials.

EXAMPLES OF WORK: (Illustrative Only)

Operates and maintains an art gallery;

Plans and installs exhibits of art in the gallery and outdoor sculpture courtyard;

Visits artists' studios and other galleries and exhibits to view potential exhibitors' work;

Makes arrangements with artists for delivery of art, insurance and opening receptions;

Prepares lists of items in each exhibit;

Prepares press releases and other publicity materials for the gallery's exhibits;

Maintains the gallery's mailing list and mails exhibit announcements;

Maintains records of the gallery's exhibits and of patrons who note their attendance in the gallery's guest book.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of art history (styles, genres, media, etc.); ability and skill to install exhibits of all types of media; ability to deal well with artists and library staff members; ability to develop, maintain and promote excellent public relations with artists and the community in general; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's Degree in Art History, Fine Arts or a related field and one year of experience in either a gallery or museum installing exhibits; or in arts administration, which must have included the coordination of exhibits; or as a curator of an art collection; or (b) completion of two years of college with a minimum of 9 credits in the areas of study listed above and three years of experience as specified in (a); or (c) Masters degree in the areas listed above and six (6) months of the experience as specified in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.