

ART CURATOR  
(Part Time Position)

DEFINITION

To be responsible for the development and operation of Arts in the City of San Pablo; to solicit, secure, and market exhibits for the City of San Pablo; act as liaison to the Public Art Policy and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Art Curator class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Solicit and secure exhibits for art in City of San Pablo.

Assist in preparation of special exhibits projects, including student exhibits, community based and culturally supportive exhibits, and others.

Prepare and distribute press releases, postcards, posters and advertisements for exhibits.

Write articles for internal and external publications and reports.

Develop and maintain mailing list for art exhibits

Coordinate staff during the time that there are any art exhibits being show.

Install and de-install shows and properly store City equipment.

Display collections in way that makes them accessible and informative to the general public.

Handle inquiries from researchers, the public, exhibitors, and other stakeholders.

Liaise with various invested groups, the community and industry (including schools, local history and other community groups).

Network with other museum and art gallery professionals and outside agencies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Provide expertise and feedback in the area of public art, which could include presentations at city planning, board or council meetings.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Basic principles, methods, equipment, and terminology regarding the management of an art gallery including contracts, layout/presentation of art works, labeling, art practices, media/mediums and display systems.

Basic record keeping practices.

Safe and efficient work practices as they relate to installations and de-installations.

Project management and organizational skills.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

#### Ability to:

Be responsible for the development and operation of art within San Pablo; to solicit, secure, and market exhibits for City facilities.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently bend, kneel, and twist to reach items; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Oversee Art operations by maintaining a safe environment and effective relationships.

Organize, present and communicate messages effectively through design.

Learn office methods, rules and policies.

Coordinate, compile, negotiate, instruct, and persuade and take and interpret instructions.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Two years of responsible art gallery operations experience.

#### Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in art, art history, arts administration, or event/exhibition management or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

REVISED/UPDATED: September 2013; March 2019

FLSA: NON-EXEMPT