

## **Crealdé School of Art Senior Curator of Exhibitions**

Founded in 1975 and located on a lush, tropical campus in Winter Park, Crealdé School of Art is one of the highest rated cultural organizations in the State of Florida, with visual art programs that serve over 50,000 residents and visitors annually through classes, workshops, exhibitions at the main campus, the Hannibal Square Heritage Center, Winter Garden and community outreach and exhibition sites.

The Senior Curator of Exhibitions is responsible for all aspects of exhibitions and collections at Crealdé School of Art's main campus, Hannibal Square Heritage Center and in the community. This part time position reports directly to the CEO/Executive Director.

### **Requirements**

- The ideal candidate holds a B.A. or M.A. in Fine Arts, Art History or a directly related field, and/or is a practicing visual artist with extensive exhibition and curatorial experience in a similar environment.
- Ability to organize, present and communicate messages effectively and with sensitivity in writing and exhibition design to diverse audiences.
- Strong research and communication skills.
- Collaborative spirit and supervisory experience.
- Proven ability to plan and organize exhibition projects involving deadlines and detail, as well as help create and work within budgets.
- Direct experience with visual art exhibitions, including design layout, installation artwork, managing assistants, creating object labels, artist bios and general text panels.
- Basic Microsoft Office proficiency.
- Ability to climb a ladder and lift 45 lbs.

### **Responsibilities**

#### **Overview:**

- Select and/or design exhibitions within budget and according to grant guidelines, under the direction of the Executive Director, based on criteria that reflects Crealdé's range of artistic mediums and the diversity of the community we serve:
  - Curate or oversee the curation of exhibitions as follows throughout the year.
  - In the Alice & William Jenkins Gallery: Three exhibitions including two Cultural Tourism Grant-funded exhibitions plus the Annual Juried Student Exhibition
  - In the Showalter Hughes Community Gallery: An open community-based exhibition, the bi-annual Director's Choice Exhibition, the Annual Emerge Exhibition featuring Fellowship and Studio Artists, the Annual Cup-a-Thon, and the Annual Summer ArtCamp Exhibition.
- Oversee the management of all permanent collections and ensure that collections are properly documented, maintained for public display and education, and/or archived:
  - At the main campus, the permanent collection includes archived photographic documentaries, a commissioned mural by Alberto Gomez, purchase awards, and permanent and on-loan outside sculptures in collaboration with the Contemporary Sculpture Garden Curator.
  - At the Hannibal Square Heritage Center the permanent collections include photographic documentaries of the Heritage Collection: Photographs and

Oral Histories of West Winter Park and The Sage Project: Hannibal Square Elders Tell Their Stories, the historic timeline, and all interior exterior public art commissions, purchases and donations. Collaborate with the Hannibal Square Heritage Center Manager and the Executive Director on all exhibitions and displays.

- In the community, collections include the Community Pride in Hannibal Square mosaic mural as well as other public art pieces at various community centers.
- Maintain travelling exhibitions from start to finish, ensuring artwork is managed and archived properly.

**Research, Exhibition Prospects, and Artist Proposals:**

- Research artists as needed and in line with gallery and exhibition criteria.
- Respond to all inquiries by email and in a timely manner.
- Keep a record of artist proposals and other prospective exhibitions opportunities.

**Exhibition Planning:**

- Work with Executive Director, Grant Writer and Hannibal Square Heritage Center Manager to determine annual exhibition calendar by the spring of prior year.
- Contact potential exhibiting artists, collect artist's information and photographs for grant submissions, planning calendar and marketing.
- Collaborate with the Grant Writer to produce the Exhibition Planning Calendar by April 1 for the following year, providing titles, dates, descriptions and print-ready photographs.

**Project Management:**

- After the exhibitions calendar is approved, initiate and secure artist contracts and begin necessary work and hold meetings with key staff, particularly the Marketing Manager, to create realistic timelines and benchmarks for exhibition-related marketing materials, signage and catalogs if applicable.
- Provide additional text and photographs to Marketing Manager as needed; work with designer and writer if a catalog is to be made.
- For text panels, object labels, exterior signage, and price lists, give content direction to Marketing Manager, pick-up signage from vendor, prepare for installation.
- Proof-read all exhibition-related promotional materials.
- Assist occasional guest curators, from the process of gathering contracts and information through the production of the exhibition.
- Arrange with artists, as part the contract, for the delivery and pickup of the work (see Artwork Management below.)
- Install exhibitions and directly supervise all assistants helping with installation.

**Supervision:**

- Supervise guest curators and artists, acting as the communication liaison between them and the Crealdé administration.
- Track all information sent by curators and artists.
- Create, distribute and ensure the completion of all contracts with all artists and guest curators.
- Provide a copy of signed contracts to the Development Assistant to include in database and ensure guest curators and artists are added to the database.
- Schedule and supervise volunteer installation assistant and gallery sitters as needed.

**Gallery Aesthetic and Maintenance:**

- Work with the Facilities Manager to ensure lighting and paint is perfect in all galleries.
- Adjust lighting and touch up paint or supervise re-painting of walls and pedestals for exhibitions as needed.
- Make sure gallery floors and walls are clean.
- Develop and display price lists, sign-in book, surveys and ensure that promotional materials are current, organized and accessible.
- Spot clean floors and walls as needed.

**Artwork Management (Sales, Insurance and Care):**

- Supervise the process of art sales with Accounting Manager; be familiar with current levels of insurance and make sure to select artists whose work is valued within insured parameters.
- Regularly inspect artwork during exhibition runs and report any damages to the Executive Director and to the artist.
- Document (photograph) the condition and packaging of all received artwork; note and retain all wrapping and packaging and return artwork as received.
- Negotiate and schedule the transportation of artwork (this should be part of the contract). In some circumstances, secure truck rental and assistants as needed to pick-up and return artwork.

**Gallery Opening Receptions and Tours:**

- Work with Facilities Manager to plan opening receptions.
- Help with reception preparation including artist nametags, requesting floral arrangements and dry cleaning table clothes as needed.
- Preside over opening receptions and special events involving galleries. At opening receptions, introduce guest curators/artists and provide remarks.
- Supervise volunteers to capture attendance numbers and survey data; provide data to Grant Writer.
- Schedule and present gallery tours during exhibition runs for the public and for special groups as needed, such as during the run of an Orange County-funded exhibition, Board of Directors meetings or special fundraising events.

**Tracking and Reporting:**

- Complete public impact forms after each exhibition opening and at the end of each exhibition run.
- Oversee the implementation of patron surveys (required by grant funders).
- Complete Public Impact Forms for all
- Ensure information collected in surveys and sign-in book is communicated to appropriate administrative staff

**Accounting:**

- As needed, request checks from the Accounting Manager and oversee the distribution of checks to artists; turn in receipts with correct budget information in a timely manner.
- Ensure that all curatorial and exhibition-related budget items are correctly budgeted and expended.
- Track hours and activities on a time sheet provided by the Accounting Manager.

**Time Commitment, Compensation, and Benefits**

The Senior Curator of Exhibitions is a part-time position for 20 hours a week at a rate of \$25 per hour for a total of \$26,000 annually. Benefits include paid vacations and holidays, as well as one free art class per session and limited access to Crealdé studios

for the production of personal artwork that must be negotiated with the respective studio manager.

Work schedule is flexible with a minimum expectation of regular office and gallery presence for at least 50% of time, to be set up with the Executive Director. In addition, periodic, mandatory attendance at team meetings as described in the above description.

*Crealdé School of Art is an Equal Opportunity Employer and we encourage diverse applicants.*

**To Apply:**

Please email 1) a compelling letter of intent, 2) resume, and 3) two references to Nicole Fournier, Accounting and Human Resource Manager, [nfournier@crealde.org](mailto:nfournier@crealde.org) by **June 1, 2022**.