

Curator

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time, exempt Curator. A critical member of MMoCA's leadership team, the Curator works closely with the Director on implementing strategies integral to fulfilling the Museum's mission and vision related to the Museum's collecting activities and exhibitions. The Curator fosters teamwork, collaborates with community partners, and implements inclusive exhibitions to engage diverse audiences.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

Exhibitions

- Collaborate with the Executive Director and other colleagues to conceive and shape a distinctive and dynamic exhibition program that is well-researched, exciting, and advances the Museum's visibility and reputation.
- Prepare exhibition proposals 2-3 years in advance of exhibition dates for approval by the Director.
- Develop and implement exhibition budgets and schedules, collaborating closely with Museum staff.
- Work on contracts with artists, institutions, galleries, lenders, traveling venues, artist commissions, track loan forms and coordination for the shipping and insuring of borrowed artworks.
- Work with guest curators and artists in residence.
- Guide exhibition, publication, research, budget, and programming proposal development and implementation.
- With Director and Registrar, ensure that the highest level of professional care is given to works of art on loan to the Museum.
- In consultation with the Director, research and solicit potential traveling venues for MMoCA-generated exhibitions
- Develop relationships with and liaise with artists, co-curators, galleries, museums, and lenders in order to research, plan, and implement a robust exhibition program reflective of current and best practices in the arts.
- Collaborate with marketing and communications to assist in the implementation of a digital strategy for collections and exhibitions online.
- Represent the Museum by participating in panel discussions, lectures, conferences, and critiques, and establish collaborative relationships within the community.
- Work with the Director of Education and Programs to develop, produce, and analyze exhibition-related programming, educational materials, and didactics.
- Provide feedback for the growth of collections, through acquisitions and gifts, as well as long-term planning and priorities for the management and conservation of works in the collection.

Development and Institutional Advancement

- Work with the development department on the development, writing, implementation, and reporting of major grants for exhibitions and permanent collection care.
- Join the Director of Development for meetings with funders when requested.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.

External and Community Relations

- Partner with education department to develop interpretative programs in support of the Museum's educational mission.
- Collaborate with Museum colleagues to develop appropriate methods for disseminating research to the widest possible audiences.
- Review public relations materials, texts for brochures and the Museum website, and social media posts in collaboration with the communications department
- Attend exhibition previews and related events.
- Along with other members of the management team, lead MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, for the Art Fair weekend in July.

Qualifications (Education, Experience, Certifications, Licenses)

- Master of Arts degree in relevant field such as museum studies, art history, visual culture studies, art conservation, or collection management; or equivalent combination of education and experience.
- 5-7 years related experience with increasing responsibilities and management
- Demonstrated excellent supervisory, planning, and organizational skills
- Proven effective communication, negotiation, and problem-solving skills
- Proven ability to be flexible in a changing environment
- Demonstrated team building skills and a collaborative management style
- Proven ability to be appreciative of multiple diverse perspectives, and lead a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.
- Strong administrative, fiscal, and staff management skills,
- Knowledge of museum curating, collection care, research, and collections development.
- Knowledge and understanding of museum ethics and principles, especially with regard to issues of provenance, accessioning, and deaccessioning.
- Articulate, with excellent presentation and writing skills, and effective communication, organizational, and time-management skills.
- Ability to work as a member of a team-based environment with strong collaborative skills.
- Willingness to build positive and effective relationships with museum colleagues, donors, and the broader Madison communities.

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

Salary will be commensurate with relative, direct experience, with the minimum salary starting at \$57,500.

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How to Apply

Submit resume and cover letter to hr@mmoca.org by November 14, 2022.

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