

# ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org  
PO Box 1717 | Asheville, NC 28802-1717

## Curatorial Project Manager

*Updated 3/21/2023*

### Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

### Position Description

The **Curatorial Project Manager** provides project coordination and management for curatorial projects including exhibitions, collection projects, publications, research projects, and related programs for the curatorial department. This position is responsible for the strategic coordination between the curatorial department and other departments and acts as a communication and decision-making channel between the Curator and Executive Director. The Curatorial Project Manager works on wide-ranging assignments to develop goals, establish timelines, conduct research, produce writing, and oversee the timely completion of deliverables. This position reports to the Curator.

### Primary Responsibilities/ Essential Functions

- Serve as a liaison between the Curator, curatorial staff, and key stakeholders to develop exhibitions, project timelines, deliverables, and budgets. Maintain project team contacts identifying project leads and responsibilities. Facilitate department meetings with agendas, notes, and schedules.
- Coordinate and schedule project milestones, assure communication, and monitor timely submission of checklists, contracts, loan letters, budgets, and written materials.
- Facilitate cross departmental discussions by planning meetings pertaining to exhibitions, programs, and fundraising activities. Define meeting agendas, prepare summary documentation, and capture meeting minutes.
- Facilitate ongoing project meetings involving curatorial staff and non-curatorial departments, provide regular updates and monitor deadlines and deliverables.
- Represent the Curator, if necessary, at installation and deinstallation planning meetings.
- Act as source of expert information on projects to all staff, present and communicate on projects, and serve as a communication channel for the Curator.
- Undertake outreach to external groups and stakeholders to promote knowledge of curatorial projects and programs. Maintain exhibition calendar and gallery rotations as directed by Curator.
- Produce and edit written materials related to projects for internal and external use.
- Conduct project-related research for the Curatorial team. Prepare reports and presentations for internal and external meetings.

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- Coordinate the activities of staff involved in projects, manage and communicate regarding logistics for exhibitions including installation/deinstallation scheduling, sourcing materials, hiring art handlers and specialized contractors.
- Assist Registrar on collections projects, loan projects, rotations, gallery maintenance, and Gallery Assistants training, as required.
- Act as prime liaison for traveling exhibitions, maintaining communications with lenders, artists, shippers, prep crew, on site curator, and Museum staff. Manage courier travel arrangements.
- Assist curatorial department with administrative tasks such as filing, ordering supplies, and maintaining accurate exhibitions files including check lists, floorplans, and images.
- Maintain curatorial general email including email inquiries from the public and traveling exhibition proposals and forward emails to appropriate department members, present to curatorial department, and track all such communications.
- In coordination with Registrar, facilitate and track new gift and purchase offers. Assist with presentations to curatorial staff and process acceptance or denial of offers. Maintain accurate and organized files.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.
- Other duties as assigned.

## Special Requirements & Compensation

This year round, full-time position is eligible for full benefits and requires some after-hours participation in Museum events, exhibitions, openings, lectures, etc. Annual compensation includes a salary arrange of \$46,000 - \$48,000 depending on experience plus paid time off, health insurance, and retirement benefits after required probationary period. The incumbent should be authorized to work in the United States, be able to navigate the Museum's building and grounds, and travel periodically for meetings or Museum business. All Curatorial staff should be able to assist in the installation of exhibitions, including the ability to lift, move, and handle art safely.

## Education/ Experience

The ideal candidate will have a bachelor's degree or commensurate experience in project management, art history, museum studies, or related field knowledge of American art of the late 19th century to the present preferred; at least 4 years related project management experience preferably in a museum or gallery setting; strong research, writing, and editing ability, as well as strong computer skills. Familiarity with collections management systems (e.g. EmbARK or The Museum System), Microsoft Office, and Adobe Creative Suite preferred. Excellent verbal communication and interpersonal skills including public speaking highly desirable. The incumbent must be able to work independently, collaboratively, and effectively in a fast-paced, creative environment.

To apply, please send resume and cover letter to [careers@ashevilleart.org](mailto:careers@ashevilleart.org) with "Curatorial Project Manager" in the subject line.

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## **Equal Employment Opportunity**

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **Diversity, Equity, Access, and Inclusion**

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.