

EXHIBITIONS/COLLECTIONS COORDINATOR

2408

Date: October 2007

Department/Division: Art Center

FLSA: Non-Exempt

Reports to: Art Center Director

PURPOSE OF POSITION

Under general supervision of the Art Center Director, the Exhibitions/Collections Coordinator oversees the preparation and installation of exhibitions, oversees security of the Art Center exhibitions and manages the permanent collection in accordance with museum standards.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Maintains Art Center permanent collection and items on loan in accordance with museum standards, including: light, humidity and temperature ranges, handling and security;
- Maintains collection files, adhering to registration policies and procedures;
- Maintains records indicating condition, restoration and loan activity of collection objects for reference, conservation, information, and insurance purposes;
- Catalogs and accessions of museum-owned artwork, including identification, marking, writing condition reports, and completion of all legal and museum forms;
- Processes all donations and deeds of gifts, including letters of acknowledgment and correspondence with all other lending and borrowing institutions; maintains donor files and donor relations;
- Maintains all insurance records of owned or borrowed artwork; arranges for additional insurance as necessary;
- Monitors collections on display and in storage, and notes any change in physical conditions of work and makes recommendations for conservations;
- Identifies potential risks to the safety of the collection and loans and makes recommendations for eliminating such risks;
- Oversees preparation of all artwork to museum standards, ensuring works of art are properly mounted, matted, framed, glazed, and packed for travel, storage, or exhibition to museum standards using archival materials;
- Oversees installation of all artwork, ensuring its proper handling and installation according to conservation requirements;
- Oversees security of the permanent collection and loaned exhibitions by training and supervising part-time security staff to monitor galleries and interact with the public in a professional manner;
- Recruits and trains part-time exhibition installers to handle and mount artworks according to museum standards;
- Designs packing containers and oversees construction of such; recommends methods of packing of artwork to be shipped to other locations;
- Makes arrangements for all transportation, couriers and commercial carriers for artwork to be shipped to other locations;
- Regularly lifts up to 10 pounds and occasionally lifts up to 40 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

College degree in art, art history and/or art education, museology, or related field; general office experience; two years experience in registration techniques in an art museum or an equivalent combination of training and experience or any equivalent combination of experience and training that provides the required knowledge, skill and abilities. Other necessary skills include: word processing, excellent organizational and management skills, attention to detail, ability to work closely and supervise contract employees, part-time employees and volunteers.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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Abilities

Requires regular standing, walking, reaching, feeling, pushing, pulling, carrying and lifting up to 40 lbs. Ability to enter data into a PC accurately and quickly. Ability to hear within normal limits with or without corrective assistance.

Job Knowledge

Requires a thorough and complete knowledge of modern clerical and inventory policies and practices, ability to apply current office technology, computerized inventory systems, resources and services to maintain proper inventory of merchandise and supplies. General knowledge of the Siouxland region and its history. Knowledge of basic business math, interpersonal relations and marketing theory and practices of art history, education, processes and studio practice; good knowledge of techniques of data gathering, interpretation, interviewing; ability to gather and analyze facts objectively, draw logical conclusions and propose practical solutions to problems; ability to interpret and apply pertinent policies and procedures

Language Skills and Interpersonal Communication

Requires effective verbal and written communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak clearly, distinctly and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to diverse citizens from all socioeconomic levels.

Work Environment

Ninety-five percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors.

Special Requirements

None.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

Department Approval

Date

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution No. RES#000887
Dated October 15, 2007