

## **Curatorial Program Coordinator** (Reference number for this vacancy is 0903233)

To view application instructions and complete an online resume, visit <http://jobs.ufl.edu>. Application must be made on-line to be considered for this position. Deadline date to apply is 06/27/2013.

The Harn Museum of Art is recruiting a Curatorial Program Coordinator who will coordinate the museum's exhibition calendars and curatorial records, prepare exhibition texts, coordinate exhibition and curatorial budgets, and provide support to museum curators.

Specific duties include, but are not limited to: Prepare text panels, labels, checklists, and other exhibition and collection materials and serve as a proofreader for all curatorial and exhibition texts in collaboration with the curators; manage curatorial paperwork and contracts; compile, research and maintain interpretive information on the collection and exhibitions; develop and maintain curatorial records & data retrieval systems; archive exhibition-related materials. In collaboration with the curators, and subject to approval by the curators and Curatorial Chair, prepare and manage exhibition and curatorial budgets and coordinate expenditures. Produce annual budget proposals in collaboration with the curators and under the direction of the Curatorial Chair, and coordinate financial processing and recordkeeping. Coordinate curatorial appointments, speaking engagements and travel for all the curators; schedule itineraries and finalize arrangements for travel; create presentation materials for curators' speaking engagements both at the museum and externally including meetings and conferences. Act as curatorial liaison, scheduling curators to interact with UF students, museum staff and volunteers, and the greater public. Serve as liaison between the museum and educational units on campus, other state agencies and outside organizations; serve as liaison between museum departments; collaborate with curatorial staff in planning presentations to museum staff and volunteers. Participate as a member of the Curatorial staff including departmental staff meetings, exhibition planning meetings, long-range and strategic planning meetings, finance meetings and grant applications. In collaboration with the curators, create long-term exhibition schedule; maintain exhibition schedules and support organization and management of monthly exhibition committee meetings. Respond to research inquiries and other requests from institutions and the public; disseminate general information regarding museum and curatorial matters to members of the public. In the absence of curators, supervise curatorial OPS employees, volunteers, interns and work study students while working closely with curators and other departments within the museum. Perform other duties as assigned.

This position is part-time, 24 hours per week, Monday - Friday. Monday afternoons required, but remaining schedule to be mutually agreed upon by curatorial department chair and successful candidate according to the museum's needs. Selected evenings and weekends depending on the needs of the museum. A criminal background check will be conducted on the successful candidate.

Minimum qualifications are a master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience. Preferred qualifications are:

BA/S in arts administration, art history, English, history, anthropology or related field

Excellent organizational, planning and interpersonal skills

Excellent written and verbal skills

Excellent skills in typing, editing and proof-reading

Ability to establish and maintain effective working relationships in a team environment

Self-directed, organized and career minded; ability to work independently.

Knowledge of methods of data collection.

Ability to compile and analyze data for administrative decisions.

Strong computer skills and familiarity with educational technology and software, such as TMS and PowerPoint.

Information on how to apply as follows: To view application instructions and complete an online resume, visit

<http://jobs.ufl.edu>. Reference number for this vacancy is 0903233 and the deadline date to apply is 06/27/2013.

Application must be made on-line to be considered for this position. Please attach cover letter, resume and a list of references to on-line application. If an accommodation due to a disability is needed to apply for this position, please call (352) 392-2HRS or the Florida Relay System at (800) 955-8771 (TDD). Equal Employment Opportunity Employer.