Job Description:  
Museum Curator of Collections and Exhibitions

Reports To: Museum Executive Director  
FLSA Status: Full-time, salaried (40 hours/week plus benefits)  
Compensation: Salary and benefits commensurate with the experience/education of the candidate ($50,000 - $70,000)

THE OPPORTUNITY

Bakersfield Museum of Art seeks a self-directed, creative individual with Museum or similar work experience to develop and present exhibitions, run the Museum’s small Curatorial Department, and actively organize and oversee the Permanent Collection of the Museum. A successful candidate will thrive in our museum environment, where ideas and innovation are encouraged.

JOB PURPOSE

• Obtain a candidate for the position of Museum Curator of Exhibitions and Collections with the ability and experience to develop and propose artists and exhibitions that will impact the Southern San Joaquin Valley and the larger California region.
• Develop exciting exhibitions which feature outstanding California art from the 19th century through the 21st century.
• As an arts leader, BMoA has a responsibility to a culturally diverse area in the San Joaquin Valley. The Museum seeks to continually expand its artistic reach to new and diverse audiences throughout the region.
• The Curator will have the opportunity to work in a team-oriented environment that has previously established links to arts organizations throughout Southern California.
• Building on BMoA’s established reputation, the Curator must have a passion for the arts to further enhance the museum’s status as a leader and innovator among similar-sized California institutions.
• The BMoA Curator will be valued for: initiative, focus, and results-oriented work for BMoA.

JOB RESPONSIBILITIES:

• Develop a diverse and engaging yearly exhibition calendar.
• Develop and oversee innovative exhibition plans including, but not limited to budgets, timelines, studio visits, loan agreements, exhibition design schematics, text for all written materials related to each exhibition, and installation.
• Supervise a Curatorial Assistant who will assist with installation and registrar functions at the BMoA;
• Oversee all registrar functions to ensure that shipping, insurance, reproduction releases, facility and conditions reports are developed and maintained and that works are handled according to Museum’s best practices.
• Ensure that contracts with all entities — either individual collectors, museums, artists, or service contractors are well drafted and approved in concert with the director and the Executive Committee of the Museum;
• Maintain and coordinate donor contacts with individuals, artists, other galleries, and museums to advance the museum collection and develop future exhibits and funding.
• Organize and manage the Permanent Collection of the Museum.
• Oversee the Museum’s Collections & Exhibitions Committee.
• Assist other museum departments in developing activities that support the curatorial coordination of openings, exhibit print materials, media releases, artist presentations for museum support groups, outreach to the community regarding events, and exhibit fundraising.
• Work with the Museum’s Education, Marketing, and Development departments to create and implement strategies and programs to expand exhibition reach (e.g., lectures and visiting artist programs to complement exhibitions on display).
• Coordinating with the Museum Director, maintain considerable public and donor contact as it relates to the Museum’s current and future exhibitions and Permanent Collection. This may include assisting in grant writing projects as needed.
• Has clear and succinct verbal and written communication skills and the ability to develop relationships with artists, board members, donors, collectors, visitors, staff, and other community partners.
• A commitment to Equity, Diversity, Inclusion, and Belonging within the museum and throughout our daily engagement with the vendors, the community, artists, donors, and other constituents.
• Belief in the Museum as a cause for social good and a positive, dynamic force for economic development.

OTHER RESPONSIBILITIES:
Other duties as assigned by the Executive Director.

JOB SPECIFICS:
• MA degree in a related art field preferred
  o BA/BS from a four-year college or university with an art-related degree required.
• Three to five years of Museum Curatorial or related art experience is required.
• Salaried position working 40 hours/week, plus benefits (with specified health, retirement and other benefits made available during the interview process).
• Salary commensurate with experience and education; relocation assistance may be available.
• Spanish speaker is a plus.
• Requires some availability in the evening, on weekends, and on holidays.
• Requires occasional travel.
• Must have a valid California driver’s license.
• Must agree to reside in Bakersfield or within a 40-mile radius of Bakersfield upon commencement of the job.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is required to sit and stand. The employee is also required to walk and must occasionally lift and/or move up to 20 pounds.

Work Environment:
The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually minimal.

The Bakersfield Museum of Art is an Equal Opportunity Employer.

To Apply: Send resume with cover letter to
Amy Smith, Executive Director
Bakersfield Museum of Art
1930 R Street, Bakersfield, CA 93301

or email asmith@bmoa.org
(Please reference “Application for Curator” in the subject line).

No calls or drop-ins, please.

Applicants can access additional information regarding museum history, facilities, past exhibitions, staffing, and board members at bmoa.org