Position Announcement

Western Connecticut State University
Art
University Assistant – Gallery Curator
Part-time – 19 hours per week

Western Connecticut State University’s Art department is accepting applications for a part-time University Assistant – Gallery Curator. This position will work under the supervision of the Department of Art Chairperson, as well as with the assistance of the Visual Arts Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Primary responsibilities of the Gallery Curator comprise the combined duties of curator, manager, registrar, and art handler, and include: Develop, schedule and execute professional and student exhibitions including exhibition design, registration, preparation and installation of artwork; Coordinates contracts and supporting documentation for speakers, presenters, writers, artists, and other contractors; Research and write press releases, labels and interpretive materials for artwork; Coordinate the scheduling of gallery hours, receptions, artist talks, and other exhibition related events; Coordinate outreach, marketing and publicizing of exhibitions and related events; Assist in the development and distribution of invitations, catalogs, and posters; Generates updates for the gallery’s website and social media accounts; Assist and provide oversight to faculty and students in the preparation and installation of student exhibitions; Develop and maintain relationships and partnerships with academic and community groups to promote gallery programs and resources; Provide information to gallery visitors; Develop, implement, and collaborate on strategies, interpretations, and opportunities for engagement and learning; Research, develop, lead tours and workshops for curriculum integration and age-appropriate audiences; Leads guided tours and facilitates interactive experiences for diverse audiences, including K-12 students, university students, families, and community groups; Collect and administer surveys to track visitor engagement and satisfaction around exhibitions and programs; Train and manage student employees, Gallery Studies students, Graduate Assistants, interns, and volunteers working in the gallery on exhibitions and projects; Oversees and maintains condition of gallery walls, lighting, audio/visual equipment, gallery storage, and tool inventory.

Qualifications: Four (4) years’ college training (BA/BS/BFA) in Art, Design Art Administration or Museum/Curatorial Studies or equivalent experience/training is required (MA/MFA/PhD in related field is desirable). At least three (3) years’ relevant experience in Gallery, Museum, or other cultural institutions in planning and implementing programs, community engagement initiatives, exhibitions, visitor research, interpretation, and other activities for diverse audiences is required. Must demonstrate broad knowledge of art education and gallery/museum practices. Working knowledge of technical installation skills, art handling, event planning/coordination, and visitor engagement and learning. Must possess excellent interpersonal, written, and verbal skills, including the ability to tailor speech and writing to a variety of audiences and purposes. Demonstrated experience with Microsoft Office, Word, Teams & Excel is required. Experience in Adobe software desirable. Experience in University setting is preferred.
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Salary, Work Hours & Benefits: $28.00 per hour; 19 hours per week (Preferred work hours: Tuesday – Thursday 10:00 a.m. – 4:00 p.m. Some evening and weekend hours may be necessary). This is a 10-month, on-campus position. Information on benefits can be found on the Human Resources website: http://wcsu.edu/hr/benefits/. Please note there are no paid benefits for this position.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

Application Process: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume to: Ms. Peggy Boyle - email: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – Art Gallery Curator UA. Review of applications begins immediately and continues until the position has been filled.