



## **CAREER OPPORTUNITY**

### **CONTRACTUAL POSITION**

<b>JOB TITLE: MUSEUM CURATOR</b>	
<b>REPORTS TO:</b>	<b>ADMINISTRATOR, DIVISION OF TOURISM, CULTURE, ANTIQUITIES AND TRANSPORTATION</b>
<p><b>JOB SUMMARY:</b> The Museum Curator as a key member of the museum team will take responsibility for managing exhibitions and directing the associated Curatorial support staff, External Advisers and Consultants. The incumbent is also required to undertake research into current, specified and potential exhibitions, individual artists, paintings, themes and ideas in the course of generating discussion of future programmes and nurture and develop junior support staff and, when required, interns and/or volunteers. Provide a significant contribution to the development of a world class exhibition programme, in keeping with the Division of Tourism, Culture, Antiquities and Transportation's mandate.</p>	
<b>KEY DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Participate in and contribute to, discussions and the generation of ideas in the formulation of the exhibition programme.</li><li>• Report to the Division of Tourism, Culture and Transportation on a regular basis to agree the strategy and priorities for the Museum, and to contribute to the effective development and implementation of the overall exhibitions strategy.</li><li>• Day-to-day supervision of staff: delegating tasks as appropriate and managing the fair allocation of workloads; instructing and guiding; identifying personal development opportunities for junior staff as well as, when required, interns and/or volunteers.</li><li>• Plan and execute loan exhibitions. This will require building and maintaining network of contacts with potential lenders - individuals and institutions – making visits and negotiating loans, searching out and selecting works, discussing and reaching agreement, setting and agreeing timetables and working closely with internal staff along with external advisers, etc.</li><li>• Steer exhibition projects through various stages from initial development to completion by contributing to internal meetings across the organisation, exchanging information, discussing all relevant aspects of particular projects, reporting on progress and ensuring clear and effective communication across the organisation and beyond.</li><li>• Contribute to the formulation of budgets and forecasts for exhibition costs, working closely with the internal staff and the Division of Tourism, Culture, Antiquities and Transportation.</li><li>• Take day-to-day management responsibility for allocated exhibitions. Monitor progress, discuss and resolve queries and problems, ensure appropriate flow of information to help maintain clarity of practise, accurate database systems and efficient working across staff.</li></ul>	

- Prepare and deliver high quality presentations to various audiences; gallery talks for sponsors, patrons, visitors and contribute to the public programme.
- Work closely on the preparation and production of exhibition catalogues.
- Develop exhibition-related material (gallery guide, exhibition text panels and labels)
- Approve all didactic and documentary material and all publicity material, including leaflets, press releases, etc.
- Answer press queries, provide press interviews.
- Undertake any duty which may reasonably be allocated by the Division of Tourism, Culture, Antiquities and Transportation.

**QUALIFICATION, SKILLS AND EXPERIENCE**

**SKILLS:**

- Excellent oral and written communication skills
- Proven research skills - specialist research and advanced information gathering ability in the field of history culture and heritage, and associated with the creation and development of loan exhibitions.
- Well-honed administrative skills, fully computer literate to self-administrate (Correspondence, reporting and maintaining records of material and information)
- Ability to work simultaneously on numerous different projects and meet tight deadlines.
- Strong stake holder management, fully able to work co-operatively with external partners, as well as internal departments in the preparation and production of exhibition catalogues and other exhibition-related material such as education booklets, exhibition captions and panels, press releases, sponsorship brochures marketing materials etc.
- Excellent interpersonal skills - able to work co-operatively and effectively across all Division departments, externally with potential lenders (both individuals and institutions), and other members of the team.
- Excellent diplomacy and advocacy skills in, for example, cultural diplomacy.
- A proficient networker, good at building and maintaining networks outside of the institution that relate to the Divisions' fields of interest and further build upon the reputation of the Division.
- Strong and demonstrable commercial acumen.

**EXPERIENCE:**

- Experience in Cultural and Anthropological Research
- Experience of working in a museum or equivalent institution.

	<ul style="list-style-type: none"> <li>• Ability to contribute to the strategic development of the Museum - the exhibition programme and long term plans for the Museum, effective use of displays within this context, ability to think laterally and creatively to help realise the ambitions of the Division of Tourism, Culture, Antiquities and Transportation.</li> <li>• Experience of formulating and monitoring expenditure: a clear understanding of the connections between exhibition ideas and the financial reality of their production.</li> <li>• Experience of delivering lectures and seminars, leading exhibition tours, accompanying press trips and attending external patron events</li> <li>• Experience of fundraising from a variety of sources.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Co-operative approach to team working to facilitate the project team approach across the department and Division wide.</li> <li>• Clear communication and interpersonal skills – networking.</li> <li>• An adaptable, flexible and helpful approach to work - willingness to take on a range of tasks and provide support to colleagues.</li> <li>• Some flexibility in relation to working hours, including some evenings and weekends to attend events, give lectures, lead exhibition tours, supervise installations of exhibitions, etc.</li> <li>• Genuine interest in the work and objectives of the Division.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING</b>	
<ul style="list-style-type: none"> <li>• A degree in History, Culture, Heritage studies, or related subject.</li> <li>• Post-graduate qualification in related field, example Curatorial &amp; Museum Studies</li> <li>• Understanding of Art, Craft, Artefacts and Archiving will be an asset.</li> </ul>	

**SUBMISSION OF APPLICATIONS**

Submit your Application Letter, Curriculum Vitae, Copies of Certificates and two (2) References by **Friday March 31<sup>st</sup>, 2023** to:

The Administrator,  
 Division of Tourism, Culture, Antiquities and Transportation,  
 #12 Sangster’s Hill, Scarborough, Tobago.