



The  
Brinton  
Museum

## Job opening: Curatorial Director

*The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.*



**POSITION SUMMARY:** The Curatorial Director is responsible for building on the institution's history and culture and implementing museum best practices, creative concepts, and strategic vision for our permanent collection, rotating exhibitions and related programming and publications. This is a collaborative position, regularly interfacing with all members of the museum team, patrons, community members and donors. This position reports to the Executive Director.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- Directs the ongoing strategic direction and plan for the curatorial department, ensuring alignment with the strategic plan of the institution as a whole.
- Oversees and works with curatorial staff (education, exhibitions, tours, and registration; 5.5 FTE) to achieve the goals of the curatorial department.
- Develops, implements, and manages approved budgets and allocation of resources for curatorial department.
- Oversees and participates in creating temporary exhibition content and exhibition programming through evaluation of external proposals and internal research.
- Helps identify and secure funding for the permanent collection, exhibitions, publications and other programming.
- In conjunction with the Executive Director, acts as a museum liaison with the American Indian Advisory and National Advisory Councils.
- Oversees and conducts research of the permanent collection, institution history, and temporary exhibits with the intent to share with academic and general audiences through multiple methods.
- Conducts research and writes exhibition labels, didactics, and catalogs, and contributes articles to scholarly and popular journals when appropriate.
- Aides in the attainment of accreditation through American Alliance of Museum (AAM) and operates in compliance with the AAM standards and museum policies.
- Identifies, implements, and monitors best available standards of care and protection for both permanent collection and borrowed art works in collaboration with the registration department.

### **WORK SCHEDULE**

- 40 hours per week; typically Monday to Friday, 9am to 5pm
- Must be available to work museum events in the evening and on weekends; can flex time

**DESIRED EDUCATION AND EXPERIENCE:**

- Bachelor of Art, Art History, History or Museum Studies required
- Master of Art, Art History, History or Museum Studies preferred
- 5 years' curatorial experience required with at least 2 years' experience in upper management

**QUALIFICATIONS AND SKILLS:**

- Orientation toward collaborative work in a team-oriented environment and the ability work autonomously and collectively as needed
- Demonstrated ability to develop projects that engage the collection
- Familiar with museum best practices and working experience with project management and exhibition development/implementation
- Superb research, writing and communication skills
- Ability present and engage in public speaking activities
- Ability to work effectively with artists, donors, and museum constituents
- Knowledge, experience and ability to handle artwork
- Knowledge of fundraising for arts and cultural projects
- Proficient in Google Suite, MS Office, and PastPerfect database
- Ability to foster a workplace culture of collaboration, diversity and inclusion

**COMPENSATION AND BENEFITS:**

Annual salary of \$70,000 to \$80,000 commensurate with experience. Single family housing on the Quarter Circle A Ranch; 401(k) plan with up to 4.5% matching from employer; health, vision and dental coverage; employee discount; flexible PTO.

**TO APPLY:**

Please email cover letter and resume to [receptionist@thebrintonmuseum.org](mailto:receptionist@thebrintonmuseum.org) by **December 15, 2023**.

*For questions regarding the position please contact Kendra Heimbeck at 307-763-5928.*

*To learn more about The Brinton Museum, go to [thebrintonmuseum.org](http://thebrintonmuseum.org).*