CLASS TITLE: ASSISTANT CURATOR OF EXHIBITS

CHARACTERISTICS OF THE CLASS
Under general supervision, assists in the organization and presentation of major art or cultural exhibits and plans and organizes smaller exhibits, and performs related duties as required

ESSENTIAL DUTIES
• Assists in the planning and implementation of major exhibits and art installations
• Identifies and selects sources for loan of exhibit materials
• Assists in negotiating contracts and arranges for the use and shipment of exhibit materials
• Assists guest curators and outside writers in preparing catalogs and exhibition publications
• Prepares written materials or arranges film and lecture series to accompany exhibits
• Inventories and distributes exhibit materials for display
• Monitors the conservation and security of exhibits
• Supervises interns and graphic and exhibit designers involved in installing exhibits and artworks
• Attends series events to introduce and evaluate special exhibits
• Reviews artists' proposals and arranges smaller exhibits and art installations
• Arranges for and oversees the care and repair of art collections
• Coordinates art shipping and special crating needs and exhibit insurance
• Loads and unloads shipments of art
• Makes studio visits throughout the metropolitan area and surrounding states
• Mounts labels and text panels for use in exhibitions
• Gives gallery talks and lectures on art topics and exhibitions
• Performs community outreach activities as required to promote exhibits and obtain community input about artwork

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
• Graduation from an accredited college or university with a Bachelor's degree in Museum Studies, Art Administration, Art History, or a directly related field plus one year of experience in the research, organization, and installation of artwork or gallery exhibits, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications
• None

WORKING CONDITIONS
• General office environment
• Exposure to fumes or dust
• Exposure to loud noise
• Exposure to oily or wet environment

EQUIPMENT
• Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
• Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanner)
• Audio-visual equipment
• Hand tools (e.g., hammer, screwdriver, wrench, pliers)
• Power tools (e.g., electric, pneumatic)
• Paper mat and glass cutters

PHYSICAL REQUIREMENTS
• Substantial lifting (up to 50 pounds) is required
• Ability to walk for extended periods of time
• Ability to move one’s hands and arms to grasp or manipulate objects
• Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Moderate knowledge of:
• equipment and materials used in art and exhibit installation
• *exhibit administration, design, and development
• *art and art history
• art conservation
Some knowledge of:
• applicable computer software packages and applications
• methods and techniques used to plan and organize events (e.g., artistic performances, exhibits)
Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills
• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
• MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work

• *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

• SPEAK - Communicate information and ideas in speaking so others will understand

• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

• WRITE - Communicate information and ideas in writing so others will understand

• RECOGNIZE SPACIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

• VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

Other Work Requirements

• INITIATIVE - Demonstrate willingness to take on job challenges

• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace

• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

• INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

• INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.