



JOB POSTING: EXHIBITIONS CURATOR

Humanities Texas seeks an exhibitions curator to administer and expand our traveling exhibitions program and serve as curator of the Byrne-Reed House collections.

About the Organization

Humanities Texas, the state affiliate of the National Endowment for the Humanities, advances education through programs that improve the quality of classroom teaching, support libraries and museums, and create opportunities for lifelong learning for all Texans. These programs strengthen Texas communities and ultimately help sustain representative democracy by cultivating informed, educated citizens.

Humanities Texas is the only state humanities council with a traveling exhibition program of its own. The program circulates traveling exhibitions on a variety of humanities topics, providing high-quality, affordable resources to cultural and educational institutions throughout Texas and the nation. More information about our exhibitions programs is available online: <http://www.humanitiestexas.org/exhibitions>.

The Byrne-Reed House is Humanities Texas's recently restored historic building in downtown Austin. Collections within the home include artwork and furnishings that have been gifted or loaned to Humanities Texas.

About the Position

The exhibitions curator will report to the director of programs and communication and will work closely with other staff. The exhibitions curator should be highly organized, efficient, and detail-oriented. S/he should be able to work independently as well as part of a team; relate comfortably to a broad spectrum of people; and communicate with venues, potential renters, suppliers, scholars, and contractors.

This full-time position features an excellent benefits package, including health, dental, life, and disability insurance and a 403b retirement plan.

Specific Responsibilities:

- Oversee the Humanities Texas traveling exhibitions program according to the organization's strategic plan, placing emphasis on:
 - a) increasing statewide and national circulation;
 - b) expanding the range and diversity of exhibition inventory;
 - c) maintaining the physical and intellectual integrity of program materials; and
 - d) ensuring that the program continues to meet the needs of the communities and venues it serves.
- Identify opportunities and establish relationships with other cultural institutions to support program and resource development.
- Participate in fundraising efforts to support program development.
- Prepare reports for compliance and meetings of the Humanities Texas board of directors.
- Sustain knowledge of industry trends and technologies.

- Assist in the planning and implementation of special events.
- Support program transition from current database to an updated booking and inventory management system.
- Maintain inventory of Byrne-Reed House collections, monitor collection conditions, and manage related gift and loan agreements.

The position will require some general administrative responsibilities; occasional evening or weekend work; in-state travel; and, at peak periods, support of other Humanities Texas programs.

Minimum requirements

- MA/MS degree in museum studies, art history, public history, or related humanities field.
- Two or more years of experience with collections management or exhibitions coordination.
- Demonstrated ability to manage multiple tasks, prioritize responsibilities, maintain deadlines, and produce high-quality work.
- Excellent written and verbal communication skills.
- Ability to work collegially with fellow staff and to establish service-oriented, helpful relationships with Humanities Texas partners and constituents.
- Proficiency with word processing, email, photo-editing, spreadsheet, layout, and database software.

Preferred qualifications

- Experience with exhibitions preparation.
- Some demonstrated fabrication skills and/or graphic design capabilities.
- Experience working with AV equipment.
- Familiarity with the state of Texas.
- Experience with FileMaker Pro, Adobe Creative Suite, and web publishing.

How to apply

Please email resume, cover letter, and names of three professional references (all in PDF format) to jobs@humanitiestexas.org and specify “exhibitions curator” in the email subject line.

Applications will be reviewed as they are received. Interviews will begin in January 2020.

Humanities Texas is an equal opportunity employer.
Posted 12/19/2019; open until filled.