



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 82-2023/24
DOCUMENT NO. 71-2023/24
DATED: 04/17/24

CURATOR OF ARTS AND EXHIBITS

DEPARTMENT/SITE: Visual and Performing Arts

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 33

WORK CALENDAR: 261 Days

REPORTS TO: Director of Visual and Performing Arts

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Visual and Performing Arts, the Curator of Arts and Exhibits uses their expertise to cultivate and exhibit student works of art at all community levels. They create opportunities to promote art-making, collect, organize, prepare, and install art exhibits, and provide specialized instruction in exhibition practices to students. While specializing in Visual Art, the Curator of Arts and Exhibits supports all Arts Education events and activities as a member of a team of specialists. The incumbent in this classification provides the school community with support in providing a quality arts program that directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

This position works closely with students and staff to exhibit student artwork at all community levels.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assembles juries and raters and facilitates the adjudication of artwork.
- Collaborates with other artists, teachers, leaders, and community partners to present students' work professionally.
- Coordinates and sequences activities and arranges details for art exhibitions and activities.
- Creates frequent opportunities for students to submit art for exhibition.
- Creates new gallery spaces on district properties and in the community.
- Facilitates students' public art projects (murals, sculpture, etc.), including navigating the approval processes of various educational, municipal, and civic organizations.
- Facilitates the sale of artworks in the best interest of students and guest artists.
- Hosts exhibitions of student artworks, which may include determining exhibition themes, collecting and displaying works in a gallery setting, and hosting the gallery during special events.
- Mentors student artists as they create their own artistic works and supports students in developing physical and digital portfolios.
- Plans and facilitates special art events such as artists' residencies, lectures, master classes, etc., to ensure the program's success.
- Responsible for identifying, purchasing, and maintaining materials and supplies for art projects and studios; researches and purchases new art-making equipment.

- Selects, curates, and displays artworks for the public and students in various gallery and non-gallery settings.
- Speaks publicly about artists' work and processes at Art Exhibitions, when presenting student artwork, or when responding to inquiries.
- Travels throughout the County as needed to visit various gallery sites.
- Works a flex schedule and overtime, including evening hours and weekend coverage, due to the department's needs. The flex schedule and overtime will be discussed with the employee in advance.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Art-making techniques
- Traditional and non-traditional art presentation techniques
- Methods and problems of art-making
- The community of Madera, the cultures represented therein, and their respective art traditions

Skills and Abilities to:

- Apply independent judgment and discretion in coordination with limited facilities
- Ensure that safety is a priority focus
- Build harmony among team members and convey aesthetic concepts
- Cut mat, size frames, hang works on various surfaces
- Demonstrated ability to work productively with artists within budgetary and time constraints
- Determine the most appropriate presentation method for various works
- Public speaking skills
- Teach and instruct others
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work within the appropriate context of an academic setting

RESPONSIBILITY:

Responsibilities include working under direct supervision using industry-standardized procedures, leading, guiding, and/or coordinating others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School Diploma or equivalent **AND** completion of 48 units from a nationally accredited college or university, or A.A. degree or higher, or passage of a local assessment test that meets the Every Student Succeeds Act (ESSA) standards.

A Bachelor's Degree from an accredited college or university and coursework in art history or art is highly desired.

EXPERIENCE REQUIRED:

Two (2) years of professional experience in the fine arts field, which includes experience developing exhibits and overseeing art collections. Experience working with children is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various district and county sites to conduct business for the district

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through the District's provider at the district's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Work is performed indoors in a studio, classroom, or gallery environment, in non-art-specific venues (such as gymnasiums and libraries), and occasionally outdoors, mainly where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, and move weights of up to 50 pounds and push, pull, and guide materials over 75 pounds
- Climb (e.g., ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity, including the ability to grasp and operate shop equipment, calibration instruments, and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations