

Position Summary

The Curator will play a critical role in the growth and sustainability of 516 ARTS, focusing on contemporary exhibitions and artists, public programs, and community engagement. This position will work closely with the Executive Director to create and implement an advanced exhibition schedule that increases the organization's impact and reach. This position is central to the Exhibitions Team. This position is focused on but is not limited to, highlighting Indigenous and Latinx artists and providing outreach to Native communities in New Mexico.

The ideal candidate brings a curatorial background, exceptional interpersonal skills, and management acumen. They should be eager to embrace new systems and resonate with the mission of 516 ARTS, contributing to a positive and collaborative work culture. We seek a team-oriented individual who will not only drive our exhibitions but also enrich our organizational culture through shared values and commitment to collective success.

Exhibition Management

75% of time

- Execute an effective **exhibition schedule** in alignment with the mission, vision, values, and strategic plan.
- Prepare **exhibition proposals 2-4 years in advance** of exhibition dates for review and approval by the Executive Director that are high in quality and within reasonable budgets.
- **Originate 1-2 exhibitions** of varying scales each year.
- Manage a **guest curatorial program**, mentoring and managing guest curators to allow a diversity of voices to be heard.
- **Manage the exhibition process** from start to finish including: Researching themes and topics; Seeking out, evaluating, and reviewing artwork, artist proposals, and portfolios; Conduct studio visits to plan and discuss potential opportunities with artists; Making selections of artwork and communicating directly with artists, galleries, collectors, and other institutions and organizations to secure artwork loans and other resources for exhibitions and special projects; Managing and executing contracts with artists inclusive of negotiating honorariums, travel planning, shipping and other details as needed.
- **Write quality and compelling essays and articles** for catalogs, descriptions of exhibitions and programs for publicity, wall labels, intro panels, and in-house publications.
- Create **exhibition final reports** in a timely fashion after each exhibition.
- **Manage exhibition install and deinstall** schedules including: managing the Exhibitions Coordinator when available, creating and managing timelines, hiring contracted preparators, working with the marketing team to ensure all assets are created promptly, and generally meeting all deadlines as needed.
- Manage **touring exhibitions** as needed.
- Host **bi-weekly exhibition meetings** and provide reports as needed.
- Regularly work in the **project management software** to ensure smooth timelines and to meet deadlines.
- **Maintain organized files** and archives in the shared files.
- Ensure a **focus on local and regional contemporary art and artists**, with a particular emphasis on intersectional identities.
- Foster and actively participate in collegial dialogue, sharing of professional opinions, and advancement of ideas and scholarship related to contemporary art within and without the organization.
- **Maintain a visible role in the community** including the maintenance of relationships with artists, galleries, collectors, donors, and members of the general public.

Programs

20% of time

- Attend all bi-weekly meetings with the program team.
- Work with the programs team to collaboratively **develop, produce, and analyze exhibition-related programs, educational materials, and didactics**.
- Lead or participate in **exhibition tours** for schools, donors, and special groups.
- Speak publicly at programs and events as needed.

Admin

5% of time

- **Manage staff** appropriately and in line with the Employee Handbook.
- **Work within an approved budget** to execute all exhibitions according to plan.
- Follow all policies outlined in the **Fiscal Policies and Procedures** including expense requests and payment receipts.
- Attend all **weekly staff meetings** to remain current with all organizational activities.
- Provide **content for grant proposals and reports** as needed.
- Identify potential exhibition funding opportunities for the development team to pursue.
- **Provide information and assistance to the marketing team to develop communications** and marketing materials and strategies regarding exhibitions and programs including: Contribute to 516 ARTS publications and communication efforts as requested; Provide information regarding exhibitions and programs for website and social media content; Collaborate with the marketing team to prepare exhibition-related materials for public relations and marketing efforts; Contribute to the development of communications and marketing strategies and materials to serve audiences and to enhance the 516 ARTS image, identity, and donor prospects.
- Other duties as needed.

For best alignment with this position, the ideal candidate:

- Must have **strong relationship-building skills** and ability to engage a wide range of people.
- Must have excellent **problem-solving** skills during stressful moments.
- Must have excellent **oral and written communication, organizational, and leadership skills**.
- Must have **critical thinking and teamwork skills** and be organized.
- Must have a strong knowledge of basic business operations including comfortable use of the **Microsoft Suite**.
- Holds a **Master's degree** in a related field or equivalent 3 years' experience.
- Is **kind, dependable, flexible, and professional**.

516 ARTS is committed to diversity and inclusion. We encourage candidates from all backgrounds to apply.