



Please Post
POSITION ANNOUNCEMENT
UNIVERSITY OF SOUTH FLORIDA, TAMPA CAMPUS
Institute for Research in Art

Position	Assistant Curator/Curator of Collections, permanent full-time 12-month, non-tenure earning faculty position #4685, with a start date of August 7, 2018.
Salary	Competitive and Commensurate with experience
Minimum Qualifications	MA, MFA or an advanced degree in a related field. Minimum of five years of professional experience in a supervisory role in a collection management position. Extensive knowledge of contemporary art. Experience with databases and policies of collection software systems.
Preferred Qualifications	<p>Experience with the mission, operation, and best practices and policies of a contemporary art museum collection; proficient in collection management, acquisitions and loans. Excellent managerial and supervisory skills and experience working with a wide range of museum faculty and staff. Experience researching and developing funding sources and working with donors. Ability to consult or advise potential partners in collection development.</p> <p>Experience working in a research-oriented academic environment coupled with a commitment to arts education in higher education. Represent the museum to local, national and international partners and constituents. Desire and ability to work in a collaborative environment with artists, faculty, staff, students, visitors and community partners.</p> <p>Excellent oral and written communication skills; strong organization skills and attention to detail, deadlines and follow through. Engagement with innovation in the museum collection management field.</p>
Duties	<p>The Curator of the Collection reports to the Director or Deputy Director for all programs and services related to the Collection for the university. The individual in this position maintains a high level of autonomy in the care, research and exhibition development of the Collection.</p> <p>The Curator of the Collection is responsible for overseeing the management of the USF Collection, the Corporate Partnership program and the Campus ArtBank program. This position directs the entry of information related to all accessioned works of art into the appropriate software system for recording and retrieval. This person oversees all documentation and correspondence pertaining to the Collection, which includes provenance, appraisal and insurance values, biographical information on the artists, location, etc.</p> <p>The Curator of the Collection maintains the Collection in compliance with university, state and AAM (American Association of Museum) policies and procedures. The Curator of the Collection serves as a key administrator for the Museum Acquisitions Committee. This person arranges the annual meeting for the Acquisitions Committee and presents the appropriate work and all required documentation for review by the committee.</p> <p>The Curator of the Collection works with the USF Foundation and the Development Office of the College of The Arts to acquire and record all transactions involving artworks deemed donations to the university. This person oversees the completion of condition reports for each work of art that enters or leaves the museum and works closely with the technical staff (Exhibitions Coordinator, Registrar, Preparators, etc.) in that regard. The Curator of the Collection is responsible to Asset Management/ Services regarding artworks, computers and specialized equipment that are listed as inventory of the Contemporary Art Museum. The Curator of the Collection is also responsible for the management of the environmental condition of the collection storage area in regards to policies outlined by the American Alliance of Museums, as well as fulfilling requests for documentation of the environmental conditions.</p> <p>The Curator of the Collection researches funding sources for development of the Collection and related projects such as artist archives, special exhibition development or conservation assessments. Additional duties include the development of grant proposals in support of these projects.</p> <p>The Curator of the Collection supervises student interns, directed-study students and various museum staff members in conjunction with their activity as it relates to the Collection. Additionally, the Curator of the Collection serves as a guest lecturer to classes and to groups or organizations visiting the Contemporary Art Museum topics referencing the Collection.</p>

- Application** Interested and qualified candidates must complete the University's online application at www.usf.edu/work-at-usf and search for posting number #16304. **IMPORTANT! YOU MUST ATTACH THE FOLLOWING DOCUMENTS AS ONE "1" ATTACHMENT: CV, One Page Letter of Interest, and Contact Information for 3 References.** *To ensure full consideration please apply by April 9, 2018; however applications will be received until the position is filled.* Only online applications are accepted for this position.
- School** The USF Institute for Research in Art encompasses the Contemporary Art Museum, Graphicstudio, and Public Art. The Institute for Research in Art is an experimental, research-based program dedicated to collaborating with leading international artists. Please review the website at <http://www.ira.usf.edu>.
- College** The College of The Arts offers undergraduate and graduate degree programs and enrolls over 1400 majors. Within the college there are four academic schools: the School of Architecture and Community Design; the School of Art and Art History; School of Music, and the School of Theatre and Dance along with the internationally acclaimed Institute for Research in Art comprised of the outstanding Contemporary Art Museum and Graphicstudio. Please review our home page at <http://www.arts.usf.edu>; you will find a link to the USF home page at our site.
- University** The University of South Florida is a high-impact, global research university located in beautiful Tampa Bay on Florida's spectacular west coast. It is one of the largest public universities in the nation, and among the top 50 universities, public or private, for federal research expenditures. The university is one of only four Florida public universities classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research universities, a distinction attained by only 2.3 percent of all universities.
- At the heart of USF is a vibrant, diverse and engaged student body. More than 48,000 students are enrolled in the USF System, a system of three separately accredited institutions – USF Tampa, USF St. Petersburg and USF Sarasota-Manatee – with an annual budget of \$1.5 billion and an annual economic impact of \$3.7 billion. USF is a member of the American Athletic Conference.
- Community** The Tampa Bay Area has a culturally diverse population of nearly 2.9 million. Its historic Ybor City, the former cigar capital of the world, is a thriving center for jazz, blues and alternative music, experimental theatre, poetry and art. The University has convenient access to four major performing arts centers, including the Straz Performing Arts Center, the largest in the Southeast. The Bay Area also benefits from several local professional theater and dance companies. For more information about Tampa, please visit www.visittampabay.com.
- Legal Notices** The University of South Florida is an equal opportunity, equal access and affirmative action employer. Women, minorities, veterans and persons with disabilities are strongly encouraged to apply for this position. The search and selection process will be conducted in accordance with provisions of the Government in the Sunshine laws of the State of Florida. Meetings of the search committee are open to the public. All documents related to the search are available for public inspection. For additional information or disability accommodations please contact Amy Allison, Search Facilitator, amyallison@usf.edu or call 813.974.4164 or FAX: 813.974.5130 at least five working days in advance of need. This position is subject to a Level 1 Background Check.