

ARNOT ART MUSEUM

POSITION AVAILABLE

Manager, Collections and Exhibitions Full-time

The Arnot Art Museum seeks a full-time curatorial associate to join the professional team in an award-winning creative environment.

The **Manager, Collections and Exhibitions** is a member of the curatorial team, collaborating with the Senior Curator to plan, develop and execute exhibitions and programs. The holder of this position is responsible for exhibition record-keeping, including contracts, reports, artist communication and administration of both incoming and outgoing loans.

The **Manager, C&E** coordinates exhibition operations and is responsible for handling of art objects, installation of exhibitions, transportation administration and document management. Other duties include support for the senior curator with correspondence and reports and general office responsibilities.

This position manages collections data through on-going collection research, creation and maintenance of collection files, research and documentation of objects; creation and maintenance of checklists; and label writing. Documentation of Museum collections is a primary responsibility; the **Manager C&E** administers implementation and operation of a web-based collection management system.

Additional duties include Front Desk administration and performance of Guest Relations responsibilities, actively assisting visitors. Collections care and maintenance duties are shared by the Museum staff as appropriate.

The work schedule for the Manager, Collections and Exhibitions is Tuesday through Saturday, from 9am - 5pm, with occasional evening responsibilities for special events and programs. This position reports directly to the Executive Director / Senior Curator.

The Arnot Art Museum is a world-class institution of fine art located at 235 Lake Street in Elmira, New York. Housed in its original 1833 showcase with a grand late-twentieth century gallery addition, the Museum displays its permanent collection of seventeenth to nineteenth century European paintings and nineteenth to twenty first century American art. Temporary exhibitions highlight various aspects of the collections and include works from around the world. The Museum has a primary focus on Contemporary Realist art in its collecting and exhibitions.

Qualifications

- B.A. in art, art history or museum studies preferred; other educational backgrounds considered.
- Experience working with the public.
- Strong organizational and time management skills.
- Superior written and verbal communication and group presentation skills.
- Exceptional communication skills, with an ability to translate technical concepts for a general audience.
- Self-starter with some project management skills, including schedules, tracking, and task prioritization.
- Knowledge and understanding of current social media landscape, trends, and tools.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Powerpoint).

Timeline Applications will be accepted until the position is filled.

Compensation commensurate with experience. Full benefits package.

Contact

No telephone inquiries, please. Email a resume and letter of interest to: director@arnotartmuseum.org

Alternately, you may mail to the Executive Director's attention at:

Arnot Art Museum
235 Lake Street
Elmira, New York USA 14901