Position Title: Special Projects Curator  
Department: Clark Atlanta University Art Museum  
Reports To: Assoc. Dean of School of Arts & Sciences

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**  
The Special Projects Curator will oversee the development and implementation of exhibitions at the CAU Art Museum. They will also assist with the management of the Object Study classroom and providing tours of exhibitions for courses and the public. As needed, they will also be expected to assist staff with training volunteers and undergraduates, working special events, the management of day-to-day operations at the museum.

**Examples of Duties and Responsibilities:**

Responsibilities are broad and varied including researching the collection, moving objects in storage, assisting with loan agreements, creating checklists, and the development of collections-based and temporary loan exhibitions. Working on Saturday and/or Sundays will be required for special events. Saturday gallery hours may be necessary.

**Knowledge, Skills and Abilities:**

Considerable knowledge of the visual arts, administrative practices, good written and oral communication skills, MSWord, TMS EmbARK, and FileMaker Pro skills. Must be diplomatic, flexible, and congenial. Must be able to lift 40-50 pounds.

**Minimum Hiring Standards:**

<table>
<thead>
<tr>
<th>Education</th>
<th>Master’s degree in art history or related field (focus in African American visual art and expressive culture); knowledge of African American fine art of the forties and fifties ideal.</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>2 years working in a museum environment</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>1 year</td>
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