



# Art and Culture Center/Hollywood

Exhibitions Curator

## Why You Should Join Our Team

Our mission at the Art and Culture Center/Hollywood is to cultivate creativity and the support of the arts in our community through education, innovation, and collaboration. For almost 50 years, the Center has promoted excellence in the visual and performing arts via contemporary gallery exhibitions, stage performances, documentary films, artist talks, and educational programs that reflect the highest standards of artistry and diversity.

We are excited for you to join our dedicated and enthusiastic team in fulfilling a commitment to make an impact in our community by helping to design and curate arts education programs and cultural arts experiences for residents and visitors alike. Programs that will immerse guests and residents of all ages in transformative cultural arts experiences while surrounding yourself in a positive environment that embraces ingenuity, an innovative spirit and a commitment to excellence through creative pursuits.




The Exhibitions Curator will partner with artists, collectors, gallerists, collectives, guests, volunteers, and community partners to hold ourselves accountable for the investment that our Stakeholders, Benefactors, Local, County and State governments have made in the Center to activate arts education and cultural arts experiences. Our goals are to expand perspective and communication strategies, develop artistic skills, build connections, and create an overall positive experience exploring cultural arts.

### Duties and Responsibilities

This position is a great fit for an individual who is energized by collaborating with artists and partners in the arts community to deliver dynamic visual arts exhibition and multi-faceted cultural arts experiences of diverse genres to all ages that are inclusive, thoughtful and intentional. The individual will be passionate about immersing themselves in the local community, elevating South Florida artists, exploring other cultural organization strategies both local and abroad, and creating a collective spirit that activates, connects and elevates the Center's arts and cultural arts offerings.

The Exhibitions Curator will work closely with the Executive Director, Assistant Curator, Director of Theater Programming, Arts Education Manager, Education Coordinator, Marketing, Development, and the Curator Circle. This position will report to the Executive Director.

### **Specific Responsibilities**

-  Design the Center's Exhibition schedule, standards and curate cohesive visual arts experiences in the Galleries and new Arts Education Center.
-  Curate original contemporary art exhibitions as well as works with guest curators and traveling exhibition teams.
-  Contributes to the implementation of programs aimed at engaging new and diverse audiences through a dynamic mix of exhibitions, education programs, interpretations and visitor support

- 🎨 Collaborates with Center team on visual arts focused fundraisers, opportunities for marketing, public relations, sponsorships/fundraising, networking, public programs, etc.
- 🎨 Support Marketing to ensure call to actions, exhibition openings, workshops, speaker services, events and other activities are promoted to the public in a timely fashion.
- 🎨 Strengthen Development strategy and program design efforts by sharing insights, timely participant activity reports, testimonials and improvement suggestions.
- 🎨 Establish partnerships with external visual arts organizations, public arts committees, schools, universities and other entities to incorporate resources that will enhance and elevate the Center's visual experience quality of standards and activate exhibitions with a variety of experiences incorporating diverse art elements.
- 🎨 Develop content for public presentations and collateral for guests, stakeholders, partners and media in relation to exhibitions and related programs
- 🎨 Conduct research, negotiate with artists and lending institutions, supervise installations and facilitate effective communication with community partners, arts educators and installation production teams to implement exhibitions.
- 🎨 Oversee Summer field trips curriculum design and programs for youth ages 5 to 14 years old.
- 🎨 Coordinate with the Curator Assistant, Arts Education Manager, Education Coordinator and Connect Council to formulate the themes and curriculum for the annual calendar of Free Arts! Days, incorporating activities from established local artists
- 🎨 Work with the Curator Assistant, Arts Education Manager, Education Coordinator and Curator Circle to assist with arts education efforts in the Main and Community Galleries
- 🎨 Assist with recruitment and oversee Exhibition and Curatorial contractors, interns and staff
- 🎨 Manage a docent group and train them in conjunction with the Education staff
- 🎨 Coordinate with Center administration to schedule volunteers and other program needs
- 🎨 Implement and enforce safety protocols to ensure the well-being of guests, artists, support staff and production crew
- 🎨 Manage the Center's internal collection and track inventory and placement of works
- 🎨 Prepare and manage exhibition budgets and expenses
- 🎨 Cultivate donors, art influencers, collectors, gallerists, and lenders to help elevate local artists
- 🎨 Performs additional tasks, as needed

### **Education Level, Knowledge and Work Experience**

- 🎨 A minimum of a Bachelor's degree in visual arts, curatorial studies or art history is required, MFA preferred
- 🎨 5+ years experience with curating exhibitions, developing an artist collective or related role
- 🎨 Knowledge of contemporary art and art history as well as emerging, local, national & international contemporary artists is essential
- 🎨 Familiar with grant funded program requirements, reporting and application process
- 🎨 Arts education curriculum development experience
- 🎨 History of working with youth from 5-18 years, managing tours and field trip experiences is a plus

### **Skill Requirements**

- 🎨 Constructive energy and flexible attitude
- 🎨 Reliable, punctual and able to follow a structured schedule and work in a team based environment.
- 🎨 Self-starter with the ability to take initiative, adapt to shifting priorities and develop solutions quickly and effectively while following Center policies and procedures

- 🎨 Positive and open approach to collaboration, communication, and teamwork
- 🎨 Strong presentation skills to effectively convey the Center's mission in public forums
- 🎨 Constructive team management style to foster a positive working environment
- 🎨 Interpersonal savvy to make connections with artists, art influencers and community partners
- 🎨 Interact professionally and amicably with community partners, Center Board Members, students, interns, and staff
- 🎨 Ability to remain calm under pressure and solve problems quickly
- 🎨 Technical and informative writing skills in regards to project management, exhibition and artists narratives, arts curriculum development and program constructs
- 🎨 Effective communication skills and time management
- 🎨 Proficiency in technical areas such as smartboards, internet functions and more
- 🎨 Adherence to a standard of excellence
- 🎨 Unquestionable personal code of ethics, integrity, diversity and project a professional image of trust
- 🎨 Must pass a Level 2 background check
- 🎨 A valid driver's license and reliable vehicle is required

This is a full-time position. Our office is located at 1650 Harrison Street Hollywood, FL 33020 and our business hours are 9:00 am - 5:00 pm. We have a flexible work schedule and occasional nights and weekends are required for exhibitions, programs, events and special projects.

**Minimal physical requirements to include walking, standing, occasional lifting, sitting at workstation and ability to move about to support camp activities.**

### **Equal Employment Opportunity**

The Art and Culture Center/Hollywood provides equal employment opportunities to all qualified individuals prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

Apply on Indeed or LinkedIn or submit cover letter and resume to [info@artandculturecenter.org](mailto:info@artandculturecenter.org). Please reference the position you are interested in being considered for. No calls please.