di Rosa Center for Contemporary Art

POSITION TITLE: Curator
REPORTS TO: Executive Director
CLASSIFICATION: Full-time, exempt

Summary:
The Curator oversees all artistic, financial, and operational functions of the Curatorial Program. This position sets the artistic vision for the Center, in conjunction with the Executive Director and the Board of Directors. Working collaboratively with the Executive Director, the Curator is responsible for di Rosa's exhibitions, including traveling shows and guest-curated projects, and works closely with artists. The Curator is responsible for creating and producing exhibitions that reflect the organization’s artistic mission; working with other Senior Staff to provide innovative and thought-provoking public programs for a diverse community; and managing the permanent collection.

The Curator participates in fundraising activities with regard to foundation and government grants, and individual cultivation efforts that directly support the exhibitions program. The Curator is an important member of the senior management team. The position is the public face of di Rosa's exhibitions and programs to the general public and at professional meetings and conferences. The Curator also has a broad set of senior leadership responsibilities, including setting strategic goals for the organization and liaising with the Board of Directors.

About di Rosa:
di Rosa Center for Contemporary Art presents contemporary exhibitions and educational programs for all ages and maintains a permanent collection of notable works by artists living or working in the San Francisco Bay Area from the mid-twentieth century to the present day. A wide range of styles, media, and subject matter provides an overview of the creative energy and freedom to experiment that characterize this region of California. Protected in perpetuity under the Napa County Land Trust, di Rosa features multiple galleries, a sculpture park, and a 35-acre lake, all located on 217 scenic acres in Napa Valley's famed Carneros region. For more information, visit dirosaart.org.

SUMMARY OF RESPONSIBILITIES:
• Conceptualize, curate and produce exhibitions and programs with a regional, local and global perspective to engage the public in ideas that matter
• Manage, properly maintain, and care for the permanent collection, including work on display
• Manage curatorial staff and program resources
• Provide support for fundraising and promotion of exhibitions and public programs

SPECIFIC RESPONSIBILITIES

Exhibitions
• Conceptualize and produce exhibitions that reflect and enhance the Center’s mission to offer transformative experiences through contemporary art
• Identify and maintain active relationships with emerging artists and create exhibitions that provide exposure to the work of emerging to mid-career artists
• Establish and maintain close relationships with collectors, artists, and peers in the Bay Area, nationally and internationally
• Integrate artist exhibitions with exhibits of the permanent collection to build public awareness of the range and scope of the artists represented
• Research and write copy for exhibition catalogues, programs, newsletters, gallery guides, interpretive materials, website, and articles for publication as appropriate
• Maintain active relationships with artists, arts professionals and institutions both regionally and nationally, including written correspondence and review of work

Public & Educational Programs
• Organize and oversee artistic programs, including, but not limited to lectures and panel discussions, workshops and performances, in coordination with the Director of Education and Civic Engagement
• Provide docent training and enrichment related to the rotating exhibitions and the permanent collection upon request
• Work with marketing and development staff to create and support strategic promotion and extend impact of exhibitions and programs

Permanent Collection
• Responsible for the care, management and interpretation of the permanent collection
• Supervise and conduct research on permanent collection objects for exhibition purposes and to increase knowledge of the artists and their work
• Draft and provide policy guidance for di Rosa’s long-term Collection Plan
• Oversee standards of care and management of collection objects in accordance with Collection Management Policies and Procedures
• Oversee archive and development of library in support of collection-related research

Curatorial Program Management and Supervision
• Oversee departmental planning and activities, including scheduling, artist and gallery correspondence, contractual and loan agreements, as well as project budgets, checklists and installation management
• Supervise preparators, registrars, volunteers, interns and contracted support for program activities, exhibit installation and events
• Develop and manage exhibition and related program budgets
• Provide text and budget information as requested for grants and funding appeals in support of exhibitions, artist projects and programs, and permanent collection
• Participate as a member of the Senior Management Team and perform other responsibilities as may be assigned by the Executive Director

QUALIFICATIONS, SKILLS AND ABILITIES
• Bachelor’s degree required. Advanced degree in curatorial studies or closely related field is preferred
• Specific coursework in curatorial area preferred
• 5-10 years of progressive, professional experience as curator or similar position in a museum, gallery or arts organization
• Excellent oral and written communication skills, and the ability to be tactful, astute and diplomatic in order to build personal rapport and effective working relationships with Board Members, staff, donors, organizational partners, artists and other stakeholders
• Conversant with global discourse of the art world with specific resonance for developments in the Bay Area and beyond
• Experience with and interest in large-scale thematic exhibitions and multi-disciplinary approaches and commissioning new work
• Experience with museum object database systems (The Museum System preferred)
• Proficient computer skills in PC computers, Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint); proficient and experienced with digital file management and web-based research and applications
• Ability to maintain a high level of confidentiality
• Excellent organizational skills, with particular attention to detail and capacity to effectively manage multiple tasks and deadlines in an experimental culture
• Ability to work effectively in partnership with people of diverse cultural backgrounds
• Flexibility to work variable schedules, including days, evenings and weekends

Working Conditions: di Rosa is located on 217 acres in the Carneros region of Napa Valley. Applicants must be comfortable with and enjoy nature, including native waterfowl. Must be able to actively lead and participate in tours on rugged terrain. Must possess a car and valid driver’s license and be willing to work occasional nights and weekends.

To Apply, Please Provide the Following:
• Cover letter addressing your interest in the position
• Resume with education and employment history
• Recent writing samples
• Contact information for 3 references
Application materials should be emailed in PDF format with “Curator” in the subject line to:

michelle@dirosaart.org

No phone calls please.

di Rosa Center for Contemporary Art is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, gender or gender identity, national origin, disability, age, citizenship status, marital status, Vietnam era or special disabled veteran's status, sexual orientation, or other basis protected by law. di Rosa makes reasonable accommodations for qualified applicants and employees with disabilities as defined by and in compliance with California law.