

Art Curator (2448)  
Task List 2016

**EXHIBITION DEVELOPMENT AND IMPLEMENTATION**

1. Discusses exhibition ideas of art work such as the potential effectiveness, practicality, appeal, and relevance of contemporary, historical, and/or architectural art, as well as exhibition parameters for the physical placement of art at exhibitions with other art professionals such as other Art Curators and Exhibit Preparators by email, phone, or in-person in order to exchange ideas on the aforementioned exhibition ideas and to ensure security of art work, effective traffic flow, and effective display of art work.
2. Implements ideas that are developed based on own artistic concepts, familiarity with artists' works, community interests, museum education, and research through curatorial planning consisting of art selection, budget considerations, and exhibition design in order to present works of contemporary, historical, and/or architectural art in exhibitions which create interest, and effectively display and communicate artistic ideas to the public.
3. Coordinates with staff such as Exhibit Preparators to determine how artwork will be transported to and from exhibition locations such as through pickups and deliveries by contracted art handlers and/or fine art shipping companies while ensuring best practice methods in the handling of art objects are followed as cited by the Alliance for American Museums to ensure safety of the art works when they are moved and to protect the City from liability due to damage or accident.
4. Examines portfolios submitted by artists using one's own curatorial knowledge and considering factors such as total number of exhibitions and the location of exhibitions, as well as examples of artist's work (e.g. sculptures, paintings, or new genre) for characteristics of skill level displayed such as proficiency of conceptualization and technical execution in order to assess the extent of artist's commitment and accomplishments or the work's potential for display in currently planned or future exhibitions.
5. Writes exhibition didactics such as object labels, graphics, and statements using programs such as Microsoft Word, containing educational information on the works displayed, artist(s) involved, and other exhibition features such as thematic content, and relation to other artists or art movements in order to enhance viewers' understanding of the works exhibited.
6. Reads professional electronic and hardcopy art magazines, journals, list serves, and blogs (e.g. College Art Association, Art Forum, Art Newspaper, and Museum Education and Teaching) that cover artists, exhibitions, and art theories in order to keep current on developments in the art/historical home museum field.

7. Visits commercial and independent art galleries (e.g., arts districts galleries), museums (e.g., Hammer Museum), third spaces (e.g., Underground Museum), house museums (e.g., Gamble House), pop-up galleries (e.g., Phantom Galleries), aquariums, and other City museums in-person and/or by visiting artists' websites to evaluate the art displayed using own curatorial judgment in order to assess the art's potential for use in City exhibitions or projects, and to increase personal and professional knowledge about current art in the Los Angeles area.

## **PUBLICIZING EXHIBITIONS**

8. Collaborates with City and non-City graphic design personnel to provide exhibition information using cloud sharing programs (e.g. Dropbox and Google Drive) including description, dates, times, locations, and participants in upcoming exhibitions and programs, and to check designs and layouts, proofread copy, and arrange for printing of materials in order to produce and print art publications, catalogs, and social media based signage such as banners, posters, post cards, flyers, or newsletters to advertise to targeted audiences.
9. Writes draft publicity releases for exhibitions or events using computer programs such as Microsoft Word with the help of a public relations specialist or provides public relations specialist with detailed information on exhibition in outline form for the public relations specialist to draft publicity releases in order to notify the arts community or the public of City exhibitions or projects.
10. Collaborates with museum educators through email, telephone, in-person, and/or an online portal to gather data to develop educational information on exhibition related topics for targeted audiences such as panel discussions, lectures, film series, and other special programs and disseminates educational information to targeted audiences using social media such as Facebook, Twitter, and Instagram in order to ensure that exhibition information is available to students, local, regional, or international constituents, or the general public and to inform and educate the public on the exhibition topics.
11. Develops and manages an internal database of organizations such as local schools, professional organizations, second spaces (e.g. Underground Museum or Art + Practice), galleries, and museums by updating and creating new entries using computer programs such as FileMaker Pro and/or Microsoft Access in order to store information on organizations needed to publicize workshops, conferences, programs and projects to targeted audiences.
12. Represents the Department of Cultural Affairs at professional conferences, community meetings, and/or City Council by making presentations using software such as Microsoft Powerpoint and Prezi on topics such as exhibition

themes, program content and fiscal development, and responds to questions from the audience.

## **FISCAL MANAGEMENT/SOLICITATION OF FUNDS AND RESOURCES**

13. Drafts estimates of exhibition costs such as gallery preparation, personnel needed, new construction, supplies and materials, and the need for frames, pedestals, or other related display materials using software such as Microsoft Excel, and compares cost estimates to available budget resources in order to determine if there are sufficient funds or whether extra funds are needed for items such as equipment for new genres, exhibition catalogues, personnel salaries, or design assistance.
14. Contacts art collectors, artists, organizations (e.g., Center for the Study of Political Graphics), professional groups (e.g., American Alliance of Museums), museum support groups (e.g., Friends Groups), public agencies (e.g., National Endowment for the Arts), and private individuals and corporations by telephone, letter, email, or in-person to distribute information related to City arts projects (e.g. City Hall Bridge Gallery, visitor centers, and/or art center gallery installations), promote projects such as exhibits, artistic events, and educational programming, solicit support in these projects, obtain grants and/or the use of works of art for City projects, and/or explore potential collaborations with the aforementioned entities.
15. Writes letters of solicitation and sends forms to institutions, artists and/or individuals loaning art for exhibitions including but not limited to loan forms documenting number of works to be exhibited, dates needed, and conditions under which works are to be accepted and displayed for insurance purposes.

## **PROJECT MANAGEMENT/SUPERVISION**

16. Keeps track of production schedules and deadlines for printed materials such as catalogs and invitations using project management tools including but not limited to Asana or Basecamp in order to ensure that materials are delivered to the exhibition location and/or partner sites in a timely manner.
17. Creates and manages an exhibition checklist of works to be exhibited which include descriptions of works such as dimensions, location, ownership, image of work, and installation requirements using computer programs (e.g. Microsoft Excel) in order to keep record of the artworks to be included in an exhibition.
18. Manages exhibitions, events, and staff assignments using programs such as Asana and Basecamp to track work performed and project status as well as to determine responsibilities, methods, and time frames with staff and contractors such as Administrative Clerks, Gallery Attendants, Exhibit Preparator, and

independent curators to ensure that work is completed in a competent and timely manner.

19. Supervises the creation of written and electronic records of location, condition, and terms of acquisition of works of art owned by, or loaned to, the City using paper and pencil, computer tablets, and contact (e.g., in-person, email) with staff for record keeping and reference purposes.
20. Supervises staff in organizing public events, receptions, civic group meetings, and/or special events related to art exhibitions, public art, and/or historical site programs using computer software such as Google Calendar and contact (e.g., in-person, email) with staff in order to ensure effective implementation.
21. Supervises staff in examining works of art acquired by or loaned to the City in determining and recording condition (e.g., cracks, water or light damage) of art using a hardcopy condition report during multiple timeframes including at the time when the work is received, while the work is on exhibition, and prior to the return of the work in order to protect the City's indemnity.
22. Responds to inquiries by email, letter, phone, and/or in-person from constituents, institutions, collectors, grant recipients, and artists in areas including but not limited to research questions and facility use policy and procedures to provide information pertinent to the inquirer.