The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

Position: Museum Coordinator – Artistic
Department: Parks, Recreation and Cultural Services
Reports To: Museum Manager
FLSA: Non-Exempt

JOB SUMMARY

This position is responsible for coordination of assigned museum programs and/or functions. An incumbent in this position may be designated “Senior Museum Coordinator.”

ESSENTIAL FUNCTIONS

- Curates exhibits, including: scheduling, evaluation of applicants, create honorarium agreements, creation of labels, etc.; negotiates artist contracts; manages juried art shows.
- Assists in the planning, design, layout, and implementation of art exhibitions.
- Acts as the lead installer for art shows.
- Develops and coordinates a variety of visual art public programming and partnerships.
- Curates and updates list of art opportunities for gallery artists, teaching instructors, and consignment artists.
- Supervises and develops design concepts, original or stock artwork, layout, and stylistic components of written materials to accompany exhibitions.
- Develops companion youth art opportunities and exhibits.
- Teaches classes in various artistic processes and media.
- Performs additional related duties as assigned.
KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

- Knowledge of art exhibition principles and practices.
- Knowledge of communication principles and practices.
- Knowledge of community-based programming development principles.
- Knowledge of marketing and public relations.
- Knowledge of computers and job-related software programs.
- Skill in identifying and resolving problems.
- Skill in communicating with the general public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Museum & Art Center Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include Museum policies and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related program coordination duties. The need to coordinate with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to coordinate assigned museum programs and/or functions. Successful performance contributes to the provision of museum services to the public.

CONTACTS

- Contacts are typically with co-workers, other city employees, volunteers, donors, artists, representatives of local schools, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and motivate persons.
PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The majority of the work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. Ability to lift up to fifty (50) pounds, climb ladders, and perform other physical labor involved in setting up art shows and hanging art is required.

- The work is typically performed in an office, museum, or stockroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Some college would be preferred.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.