Job Posting – Humanities Curator
Reports to: Director of Arts and Humanities Programming
Status: Exempt
Supervises: NA

Description:
Mid-America Arts Alliance (M-AAA) has an exceptional opportunity for a full-time Humanities Curator. This grant-funded position serves as the project manager for NEH on the Road, a traveling exhibition program within the Arts and Humanities Programming Division of M-AAA. This is a fast-paced department central to the artistic mission of the organization.

Major job duties include coordinating exhibition development with a diverse array of professional staff and contractors; managing key budget lines and timelines; and working closely with originating curators to adapt their original exhibition scripts for the purposes of the program, and negotiating appropriate loans and acquisitions. The position requires flexibility and skill to undertake priorities that can change from day to day; to regularly communicate effectively with the project team, stakeholders, management, and other relevant parties; and to handle confidential matters requiring absolute discretion.

The ideal candidate for this position will have an advanced degree, at least three years of experience in a museum or touring exhibition environment at a project management level, a history of demonstrating initiative, superior writing and editing skills, the ability to coordinate and maintain priorities, and the capacity to accept constructive criticism by collaborators and program partners. They must be able to project a professional organization image via in-person, phone, and mailed communications.

Mid-America Arts Alliance is headquartered in the Crossroads Arts District of Kansas City, Missouri. M-AAA brings more art to more people in communities throughout our six-state region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas) and the nation. With an annual operating budget of over $4 million and 27 staff members, we produce and manage more than 450 exhibition, performance, and professional development opportunities in more than 300 communities for more than one million people annually.

Responsibilities:
Perform a variety of essential project management and curatorial duties, that include:
- Act as the liaison between M-AAA, the NEH staff liaison, originating institutions, and host institutions in communicating and facilitating program activity.
- Guide originating institutions through the initial exhibition assessment and adaptation development process.
- Prepare materials for site reviews, and manage logistics for site visits and other program meetings as needed.
• Identify key exhibition concepts and research, write, and acquire appropriate materials necessary to convey the humanities themes of each exhibition to constituents.
• Act as exhibition curator in the absence of an originating curator for projects.
• Work in conjunction with the Education Curator and to implement venue orientations and consult on educational materials that accompany each exhibition.
• Productively engage in the development, implementation, and evaluation of effective programming strategies related to humanities exhibitions.
• Coordinate with other department staff to effectively complete duties. This includes promoting positive staff communication and efficiency as well as enacting accountability measures when necessary.
• Assist Constituent Services with the preparation of descriptive exhibition information for marketing and website materials.
• Generate reports, reviews and recommendations in accordance with grant requirements.
• Perform other duties as discussed with and assigned by the division director.

Working Conditions
Most work is of a sedentary nature, sitting at a desk using a computer, phone and other office equipment. Will be required to travel to attend various meetings, conferences, originating institutions, and/or other agency events. Work requires extensive research and evaluating a variety of materials. While a majority of work occurs in relation to a long-term plan, will be required to be flexible to changing priorities and additional projects that can require overtime and ability to manage short term deadlines.

Performance Measures
The following are key items that will be utilized to evaluate work performance:
• Effective overall management, development, and delivery of the NEH on the Road program within the established scope of the program, budgets, and timelines.
• Evidence of high-quality exhibition content that utilizes a variety of delivery mechanisms.
• Pro-active approach to curatorial responsibilities and related department programming.
• Effective working relationship with other staff members, NEH staff, and project partners.
• Accurate and complete documentation of all program logistical information.
• General performance criteria as listed on evaluation form.

Qualifications
The successful candidate will have a demonstrated mix of the following:
• Advanced degree in history, applied history, museum studies, or closely related humanities field.
• Three to five years of experience in exhibition development, ideally from concept to completion.
• Successful record of project management, including planning and managing timelines and budgets.
• Demonstrated success in museum interpretation, i.e. experience editing scholarly work and conveying complex ideas in accessible language.
• General knowledge of museum theory, practice, and operations.
• Excellent problem-solving skills, attention to detail, and the ability to effectively prioritize multiple tasks.
• Excellent written and verbal communications skills.
• Ability to collaborate with a diverse group of staff and professional colleagues.
• Proficiency in Microsoft Office.

**Application Process:**
Salary and benefits are competitive and commensurate with experience.
To apply, send cover letter and resume by email to hr@maaa.org. No phone calls please.
Mid-America Arts Alliance is an Equal Opportunity Employer.