



VACANCY ANNOUNCEMENT

Curator of Exhibitions /Media Specialist III*Longwood Center for the Visual Arts (LCVA)*

Full-time, Classified, Non-exempt

Position #00446

Longwood University is an institution of higher learning dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. In support of this mission, the Longwood Center for the Visual Arts invites qualified applicants to apply for the position of Curator of Exhibitions/Media Specialist III.

RESPONSIBILITIES:

- Research, develop, and present engaging temporary exhibitions of borrowed and permanent collections
- Coordinate and manage the content of the LCVA's temporary exhibitions
- Collaborate interdepartmentally to ensure the development of dynamic outreach programs, effective exhibitions communication, and accurate scheduling of logistics
- Coordinate and/or implement transportation, packing, unpacking, matting, framing, installation, and de-installation of all works of art lent to and/or owned by the LCVA
- Responsible for developing and implementing exhibition design, including pedestal and display material placement, art work installation, exhibition script, graphics placement (titles, labels, text), and lighting
- Coordinate and supervise staff, student assistants, volunteers, etc.
- Procure supplies, materials, and equipment

REQUIREMENTS:

- High school diploma or equivalent required; Bachelor's degree and/or equivalent combination of education and work experience in Art, Art History, History, Museum Studies, or related field
- Master's degree preferred
- Must have curatorial and/or exhibitions related work experience in a museum/gallery setting
- Proficiency in computer applications (Microsoft Office, Photoshop, SketchUp or similar 3D software)
- Valid driver's license
- Must possess excellent written, verbal, and visual communication skills
- Some evening, weekend, and occasional overnight travel required

Pay Band 4. Commonwealth of Virginia benefits accompany this position. A successful criminal background check is required. Position will be posted a minimum of five days. Review of applications will begin immediately. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply. Submit a completed Commonwealth of Virginia application online at <https://virginiajobs.peopleadmin.com>. Applicants must include all qualifications and work history on the State application. Consideration for an interview is based solely on the information within the application. Resumes will not substitute for a complete application.

Human Resources
Longwood University
201 High Street
Farmville, VA 23909
Phone: 434-395-2074
Fax: 434-395-2666
Email: humres@longwood.edu

In compliance with the Americans with Disabilities Act (ADA), Longwood University will provide, if requested, reasonable accommodations to applicants in need of accommodations in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If, however, you require accommodations in the application and/or interview process, please contact the Office of Human Resources at 434-395-2074 or humres@longwood.edu.

The Annual Fire and Security Report(s) include campus security information, campus fire statistics, safety procedures, and provides statistics for criminal and disciplinary offenses. The report(s) are provided annually in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA). Longwood University's Annual Safety and Security report and the Annual Fire Safety report is available at: <http://solomon.longwood.edu/media/police/solomon/ASA-2015-2016.pdf>. A hard copy of the Annual Security and Fire Safety reports and/or a copy of the Fire Log are maintained at the Longwood Police Office and will be provided upon request.

A diversified workforce is an important part of our strategic plan. EOE/AA (09-13-17)