



JOB DESCRIPTION

JOB TITLE: **CURATOR OF EXHIBITIONS**

REPORTS TO: **DIRECTOR**

CORRESPONDS TO CIG SALARY GRADE: **K**

1. Job Purpose

Working closely with the Director, the **Curator of Exhibitions** (“the post-holder”) develops and manages the exhibition programme of the Cayman Islands National Museum (“the Museum”), including permanent, temporary, traveling, and outreach exhibitions, ensuring that exhibitions are of an appropriate quality, engaging and relevant and accessible to the Museum’s diverse audiences, and consistent with the Museum’s remit. In addition, the post-holder assists with the Museum’s education and outreach programmes and supports its collections management.

2. Dimensions

- The post-holder works under the direction of the Director and in collaboration with the Museum’s Curatorial Team.
- Supervises 1-5 temporary staff (including interns and volunteers) and any sub-contractors involved in the curation and implementation of exhibitions, including guest curators, researchers, writers, and technicians.
- Conducts research and produces publishable text content for exhibitions and related publications and presentations.
- Manages and regularly updates the Museum’s permanent exhibitions.
- Leads on the development and implementation of 4-6 temporary exhibitions per year, at the primary Museum and other sites.

- Assists with the Museum's education and outreach programmes, ensuring that these are meaningfully aligned with the exhibition programme.
- Supports the Museum's collections management and ensures that relevant artefacts from the collection are regularly and judiciously used in the permanent and temporary exhibitions.
- Liaises with other curators, institutions and collectors about loans for exhibitions, exchanges, and collaborations.
- Supports the Museum's internal and statutory reporting obligations, such as the monthly, quarterly and annual reports, with relevant information.

3. Principal Accountabilities

- Proposes, researches and develops the temporary exhibition programme for the Museum, whether held at the Museum itself or at any branches or other locations, ensuring that the exhibition programme represents the Museum's remit in a balanced, engaging and inclusive manner.
- Curates most of the Museum's exhibitions and provides direction and support to any other curators assigned to the Museum's exhibitions.
- Maintains and manages the Museum's temporary exhibition schedule from the conception and planning of an exhibition through installation and display, and to closure, follow-up and documentation.
- Ensures that the Museum's permanent exhibitions are regularly reviewed and updated, and accurately and appropriately represent the latest insights into Caymanian history and heritage.
- Works closely with the Curator of Collections and Conservators to ensure that the Museum's collections are meaningfully included in its temporary and permanent exhibitions, granting appropriate public exposure to key collection artefacts in the process.

- Work closely with the Curator of Collections and Conservators to assure the safe and secure use of artefact in exhibitions and when being moved from storage or lenders to exhibition installation and back.
- Works closely with the Education Coordinator and Communications Manager to ensure that the interpretative materials in and related to exhibitions and associated programmes, such as text panels, handouts, catalogue essays, and blog posts, are consistent with museum standards and accessible and engaging to the Museum's diverse audiences.
- Chairs the Museum's exhibition planning committees and sits on any other advisory and planning committees involved in its exhibitions and programmes, as required.
- Recommends technical and design solutions for exhibitions and associated programmes, working closely with the Communications Manager and the rest of the Curatorial Team.
- Develop and monitor exhibition budgets, and ensure, with guidance from the Operations Manager and Accountants, that institutional budgetary, procurement and payment guidelines are followed.
- Initiates and directs the evaluation of exhibitions and associated programmes to ensure that there is adequate quality control and scope for visitor and critical feedback, and that the Museum's mission and objectives are met. Makes recommendations for improvements where appropriate.
- Supervises and gives direction to temporary staff, interns and volunteers, and service providers when necessary for the curation, interpretation, design, fabrication and/or installation of exhibitions.
- Provides support to, and guidance on the Museum's special events and programmes, ensuring that these are meaningfully aligned with the exhibition programmes.
- Keep abreast of relevant curatorial, educational and communications theories and practices relevant to museums, and new technologies that can enhance the

Museum's exhibitions and programmes, audience engagement and inclusion, especially of special needs visitors.

- Participates in in-house and relevant external training opportunities and contributes to in-house training where needed and appropriate.
- Represents the Museum at lectures, conferences and symposia, in the Cayman Islands and elsewhere.
- Performs other duties relevant to the job, as may be assigned by the Director from time to time.

4. Organizational Chart

See attached.

5. Background Information

The Museum Law of 1979 charges the Museum with collecting objects of historical, scientific and artistic relevance to the Cayman Islands. The Museum cares for the objects and utilizes them in exhibitions, interpretive programmes, and publications to increase public interest, awareness, and appreciation of the Caymanian heritage.

The Curator of Exhibitions directs the exhibition programmes and interpretive aspects of the Museum and may participate in any other Museum projects where the postholders' skills and expertise are required.

6. Knowledge, Experience and Skills

Education and Experience

- Master's degree in Curatorial Studies, Museum Studies, Arts Management, History, Archaeology, Art History, or Cultural Studies.
- Prior curatorial experience in a museum context, with a track record of museum quality exhibitions.
- A track record in the field of scholarly research and publications relevant to the Museum's remit would be desirable.

Knowledge, Ability and Skills

- Working knowledge of Caymanian history, culture and heritage and its regional and global contexts.
- Familiarity with standards, best practices, recent trends and areas for innovation in museums and exhibitions, crucially including those relevant to exhibitions, audience engagement and inclusion, and conservation.
- Computer literacy (MS Office suite) and familiarity with museum and curatorial technologies.
- Excellent communication, writing, and presentation skills.
- Foreign language and/or photographic skills would be assets.
- Knowledge of safety and emergency procedures in museums, relevant to the collections and exhibitions, the visiting public, and the staff.
- A valid driver's license.

7. Assignment and Planning of Work

While maintaining adequate communication and consultation with the Director and all relevant team members, the post-holder works with significant autonomy to plan and oversee the development and implementation of exhibitions and related projects by the scheduled deadlines and consistent with the agreed specifications.

8. Supervision of Others

- Maintains a close collaborative relationship with other members of the Museum's Management and Curatorial teams, with close working relationships with the Director, Curator of Collections, Education Coordinator, Communications Manager, and Operations Manager.
- Supervises any junior staff added to Exhibitions Department, and any temporary contractual or outsourced staff (including guest curators), interns and volunteers, and contractors relevant to the post holder's areas of responsibility.

9. Other Working Relationships

Liaises with the National Gallery of the Cayman Islands, Cayman National Cultural Foundation, Cayman Islands National Archive, National Trust for the Cayman Islands, and other cultural institutions and organizations in the Cayman Islands, the Caribbean, and elsewhere that collect, study, conserve and exhibit historical, natural history, heritage, and cultural content and artefacts (including art) and especially where relevant to the Cayman Islands.

10. Decision-Making Authority and Controls

The post-holder will complete projects and meet deadlines in line with the assigned schedule and deadlines of the Museum and its projects. Joint decision-making with and accountable to the Director, with the authority to make recommendations regarding all aspects of post-holders' remit, including the exhibition programme, revisions of the permanent exhibitions, new scholarship, critical insights and publications, interpretation and audience engagement, associated programmes.

11. Problem/Key Features

- Ability to work effectively under pressure and against challenging deadlines.
- Strong commitment to team work and collaboration.
- Excellent organisational, communication and interpersonal skills are essential.
- Excellent writing skills
- Attention to detail and accuracy.
- Openness to innovation, inclusion and diversity.
- Work may be physically challenging.

12. Working Conditions

- Occasional weekend and evening work.
- Will be asked to contribute to the Museum's emergency preparedness and management.

- Standing on ladders, using storage equipment, working in dusty and noisy environments, and lifting objects weighing up to 30 pounds may be required.

Job Holder

Signature:

Date:

Museum Director

Signature:

Date: