

The Buffalo Bill Center of the West seeks applicants for the position of Scarlett Curator of Western American Art for its Whitney Western Art Museum (Whitney). The Scarlett Curator leads operations, internal and external communications, exhibitions, and programs for the Whitney and stewards its 10,000-object collection ranging from nineteenth-century masterworks to compelling contemporary art. As the leader of one of the Center's five museums, the Scarlett Curator capitalizes on the institution's interdisciplinarity, actively collaborating with colleagues to offer new, unique perspectives on the American West, past, present, and future. Through these activities, the Scarlett Curator and their staff advances the Center's mission of "Connecting people to the stories of the American West."

Competitive candidates will be creative and dynamic, and possess exceptional organizational and communication skills, a desire to work collaboratively, and an ability to juggle widely varied responsibilities. Additionally, competitive candidates will display a high level of comfort interfacing with the public, experience or interest in working with advisory boards and/or boards of trustees, a successful record of fundraising and budget oversight, extensive experience within museums and as a manager, and advanced degree(s) in art history or a related field.

Learn more about the Whitney and its collections and activities, please visit:

<https://centerofthewest.org/explore/western-art/>

<https://centerofthewest.org/explore/western-art/collections/>

Access: The Scarlett Curator and their staff leverage the Center's art-related resources by responding to public and professional inquiries and connecting Center staff – especially fellow curators and educators – and external partners with art collections and archival holdings. Through promotion in a variety of media (including social media) and engagement with peers across the field, the Whitney team makes widely known and accessible its extensive assets.

Original Research: The Curator and their staff actively conduct their own original research, contributing to scholarship on western American art through published writings, public presentations, and exhibitions. Their high-quality research also informs updates to the exhibition and interpretation of Whitney collections within and beyond the Center.

Collections Stewardship: The Curator and their staff ensure the longevity of the Whitney's collections by collaboratively working with the Center's Museum Services department to abide modern, professional standards of care. The Whitney team also actively stewards its collection through strategic acquisitions and deaccessions as guided by collections policies and procedures, and facilitates responsible lending of its collections to institutions across the globe.

Visionary Leadership: The Curator addresses the ever-evolving needs and challenges facing museums and their patrons in the 21st century, assuring the Whitney's vitality into the future and rallying their team around a shared vision. They provide visionary leadership for their staff, volunteers, interns and contribute to the development and implementation of Center strategy as a member of the Management Group. They confidently serve on various internal and external committees, representing the Whitney's interests, assets, and abilities. They conscientiously work with the Whitney advisory board, holding regular meetings and keeping in close communication.

Job Description: Curator, Whitney Western Art Museum

Date: February 2022
Title: Scarlett Curator of Western American Art, Whitney Western Art Museum
Department: Curatorial
Position Reports To: Director of Collections, Education, and Museum Services
Status: Exempt / Full-time

Summary: The Scarlett Curator leads operations, internal and external communications, exhibitions, and programs for the Whitney Western Art Museum and stewards its 10,000-object collection ranging from nineteenth-century masterworks to compelling contemporary art.

Job Duties:

- Serve as representative of the Whitney Western Art Museum (Whitney) in its interactions with the public, Center members, Advisory and Board members, partners, researchers, supporters, and other constituents to build reputation and relationships for Center and the Whitney.
- Maintain key relationships with Center staff, Center trustees and advisors, donors, collectors, lenders, scholars and peers, artists, foundations and grant-making organizations, and community groups.
- As the primary spokesperson for the Whitney, create, promote, and share accurate, innovative, and engaging information and original research in area of expertise through diverse media. Direct and oversee research undertaken by the Whitney.
- Assume an active role in research and development of interpretation and programming for exhibitions, programs, and events working with Curatorial, Interpretive Education, and other staff.
- Lead development, stewardship, and curation of the Whitney's permanent collection.
- Determine acquisitions, deaccessions, and incoming and outgoing loans in accordance with Whitney collecting guidelines and Center policy.
- Collaboratively manage the care, storage, conservation, and documentation of objects for collection.
- Actively participate in Strategic Planning, fundraising, grant writing, and planning and support of Whitney and Center initiatives.
- Promote and ensure compliance with Center Policies & Procedures, as well as with current professional standards.
- Work with Center leadership to create collaborative interdisciplinary projects that support the mission of the Center: "Connecting people to the stories of the American West."

Competencies:

- Comprehensive and detailed knowledge of the field of western American art and demonstrated commitment to communication of ideas and high-quality art historical research and discourse.
- A visionary leader and effective manager.
- Creative strengths and aptitude in interpretation and exhibition development.
- Thorough knowledge and understanding of museum and curatorial functions, ethics, and laws.
- Demonstrated organizational and interpersonal skills, including experience in dealing with the public and scholarly communities.

- Ability to create budgets and forward plans for departmental functions and complex collaborative projects.
- Maintain professionalism in representing the Center.
- Excellent verbal and written skills.
- Proficiency in Microsoft Office Suite or related software.
- Aptitude in collections databases.

Supervisory Responsibilities:

- Curatorial Assistant, interns, and volunteers.

Required Education and Experience:

- Master's degree in the fields of Art History, American Art, Western American Art, or related field/s.
- A minimum of 5 years of experience gained within a cultural heritage institution.
- A minimum of 3 years of supervisory and managerial experience.
- Comprehensive and detailed knowledge of the field of American art and American art history.
- Demonstrated commitment to analytic and creative expression of ideas to diverse audiences through written work and presentations.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing			X	
Walking			X	
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying				
10 lbs or less		X		
11 lbs to 25 lbs		X		
26 lbs to 50 lbs	X			
51 lbs to 70 lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition			X	
Hearing			X	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside			X
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners		X	
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces			X
Motorized Equipment or Vehicles		X	
Working with Machinery/Motorized Equip.		X	
Climbing on Scaffolds or Ladders			X