



Part-Time Curator 175th Anniversary Exhibition

The part-time curator for Xavier's 175th Celebration Exhibition will help develop, plan and execute a small exhibition of approximately 175 historical items that will begin with an opening event on September 8, 2022 and run through June 2023. The exhibition will include items that have been donated or loaned to the school by generous alumni, as well as items selected from the school's archives.

The curator will work with the school's part-time archivist as well as the Vice President for Planning and Principal Giving and will report to the Vice President for Planning and Principal Giving.

Responsibilities:

- Help select items for the exhibition and organize into major themes
- Help generate simple budget for exhibition (rentals, supplies, etc.)
- Plan and install exhibition, arranging for rentals for displays if needed
- Generate brief program for exhibition
- Maintain master list of loaned items and items borrowed from archives
- Monitor condition throughout course of exhibition
- Breakdown the setup at the end of exhibition
- Prepare and mail loaned items back to owners at end of exhibition
- Safely return items borrowed items back to the archives, working with archivist to ensure that they go back to the correct location

Qualifications:

- Bachelor's degree in Art History, Curatorial Studies, or related field
- At least three years of experience in museum or gallery curation
- Experience in education setting is preferred
- Experience in researching, designing and executing exhibitions
- Excellent interpersonal skills, communication skills - both written and oral, and organizational skills are required, as is the ability to prioritize and meet deadlines
- Ability to interact with broad range of individuals (faculty, students, administrators, alumni, trustees, donors, and vendors)
- Familiarity with Catholic Church and/or Jesuit education a plus

Hours and Salary:

- Hourly position with flexible schedule; rate commensurate with experience
- Approximately 10-20 hours per week from June 2022 through September 2022; approximately 25-40 hours total in July 2023 for exhibit breakdown and donation return

How to Apply:

Please send the following materials in one PDF file to Ms. Maggie Murphy Stockson, Vice President for Planning and Principal Giving (stocksonm@xavierhs.org).

- Resume
- Cover letter
- List of three references