

Job Description

Job Title	Curator		
Job ID	21650		
Date Opened	04/18/2023		
Date Closed	04/28/2023		
Location	200 I Street, SE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Reg Appt
Regular/Temporary	Regular		
Agency	BX	Comm on the Arts & Humanities	
Area of Consideration	Open to Public		
Grade	11		
Bargaining Unit	CH11	Non Union - Chapter 11	
Minimum Range	\$65,285.000000	Maximum Range	\$84,167.000000
Target Openings	1	Available Openings	1

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General Job Information

Job Summary

The position is located in the DC Commission on the Arts and Humanities (DCCA). The mission of the DCCA is to provide grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.

The purpose of this position is to provide the research, collection, and organization of on and offsite artwork/exhibits and provide support on all projects related to collection in whole or in part.

Duties and Responsibilities

Spearheads the regular curation of CAH gallery spaces through identification of portable artworks and artists to spotlight. Creates the annual calendar of exhibitions for exhibit space and oversees the maintenance and upkeep of the galleries before, during and after shows are hung. Coordinates the intake of artwork that involves exhibitions. Curates on-going special projects as needed. Collaborates extensively with the creative community to identify art forms that are both commonly recognized and cutting edge for possible exhibitions.

Assists and advises the agency on matters concerning the portable collections acquisitions and documentation. Collaborates with external entities, District agencies and artists to ensure a rich and vital program. Manages the Art Bank Collection acquisition process, Curatorial Grant Program, and other Public Art grant processes as assigned. Monitors incoming applications, answers questions, provides instructional guides and technical assistance to applicants experiencing difficulties with the application process and/or portal. Monitors the panel process to select successful applicants for awards.

Qualifications and Education

Applicants must have at least one year of specialized experience equivalent to the grade 9 level. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Specialized Experience: Museum work; or work in an applicable subject-matter field

Licenses and Certifications

None

Working Conditions/Environment

The work is performed mostly in an office environment setting.

Other Significant Facts

Tour of Duty: Monday- Friday 8:15am-4:45pm (varies)

Pay Plan, Series and Grade: CS-1015-11

Promotion Potential: No known promotion potential

Duration of Appointment: Career Service – Regular

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Position Designation: The position has been deemed **security-sensitive**. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

Residency Statement: If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.