



## Toledo Museum of Art Job Description

**Job Title:** Curator of Glass  
**Department:** Curatorial  
**Reports To:** Director of Collections  
**FLSA Status:** Exempt  
**Employment Status:** Full Time

*Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.*

*To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings.*

*Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year. We are closed on Mondays and major holidays.*

### **About the Area**

Where can you find world-class cultural and recreational attractions within minutes of beautiful communities, affordable housing and outstanding schools? In Toledo, Ohio, and its surrounding communities, which blend the best of urban and rural living.

Shopping, dining and night life abound. Award-winning libraries and parks are all around.

Proximity to the Maumee River and Lake Erie offers unlimited options for fun in every season. Residents are especially proud of their art museum, zoo, hometown sports teams, ethnic festivals and colorful history. Welcome to the Glass Capital of the World, the home of Jeep, the Mud Hens and the gateway to life on Lake Erie.

*You will do better in Toledo!*

*Good for you. TMA*



## **SUMMARY**

Provides curatorial leadership and vision for the Toledo Museum of Art's encyclopedic glass collection. Responsible for the acquisition, exhibition, scholarship and research of the Museum's glass collection. This role also provides curatorial oversight of the decorative arts collection.

## **KEY ACCOUNTABILITIES**

- Recommends acquisitions of glass and glass related material.
- Develops and implements special exhibitions of glass.
- Consults with private collectors for loans or gifts to the Museum.
- Catalogues the collection of glass.
- Assists in periodic surveys or inventories of the collection.
- Responds to all inquiries about glass.
- Pursues original research in the field, writing catalogs, articles and other materials for Museum publications. Collaborates cross-departmentally as needed.
- Makes recommendations regarding loans to and from the Museum and works with the Registrar and Conservation Departments to ensure the appropriateness, safety, and condition of all loans.
- Presents gallery talks, docent lectures, and public lectures on relevant exhibitions and aspects of the permanent collection and field inquiries from the public.
- Cultivates collectors for possible donations of art objects.
- Works with other TMA curators and across Museum departments to realize the Museum's visual literacy initiative.
- Works closely with Education and Programs staff to develop meaningful opportunities for visitor engagement with works of art.
- Fundraises for acquisitions and exhibitions; works with the Development Office to develop fundraising support for programs and activities and assist with fundraising as appropriate.
- Participates in the professional and intellectual discourse related to the Museum's art collection as well as the museum profession; provides services to the disciplines through participation as an active member of professional organizations.
- Is conversant with the art market, maintains contact with dealers, galleries, collectors, fellow professionals, and other constituencies as appropriate as a basis for collection growth and exhibition development.

## **EDUCATION, EXPERIENCE, AND COMPETENCIES**

- Ph.D. in art history or related field is required.
- At least 5 years of curatorial and collections experience; 3 years working in a museum setting.
- Specialized knowledge of glass including direct curatorial experience.
- Knowledge of decorative arts preferred.
- Strong analytical skills.
- Must communicate effectively with other Museum staff and the public, in small and large groups, in writing and in speech; proficiency in a foreign language preferred. Ability to speak publicly and represent the Museum in a professional manner.



- Visitor Engagement – deep interest in and experience with customer service and visitor engagement; actively seeks information to understand and anticipate visitor expectations, and needs. Builds rapport and cooperative relationships; considers how actions or plans will affect customers; responds quickly to meet customer needs and resolve problems.
- Innovation - An unrestrained approach to problem-solving that generates new solutions and applies existing knowledge/practices in new ways; should constantly be seeking ways to improve the Museums processes and offerings.
- Initiative- The vision and ability to make substantial changes at the Museum; takes prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
- Adaptability - Ability to work flexible hours including evenings, weekends and occasional overnight travel; maintain effectiveness when experiencing major changes in work tasks or the work environment; adjust effectively to work within new work structures, processes, requirements, or cultures.

*The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.*