

Southeastern Illinois College

CURATOR & ASSISTANT DIRECTOR OF EVENTS

(Partially Endowed Position)

DIVISION:	Student Affairs
LOCATION:	Main Campus
REPORTS TO:	Senior Director of Campus Events
BOARD APPROVED:	May 17, 2022 / January 21, 2020

POSITION SUMMARY:

General duties include execution of all aspects of the Hise Museum mission and administrative and creative functions, as well as adherence to planning for the facility. This position also supports on-campus events programming, including assisting with planning, promoting, and managing a broad spectrum of campus activities and programs, cultivating a vibrant/active experience, and helping to nurture student leadership and community development.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Fulfill the mission and goals of the Ella Elizabeth Hise Regional Art Museum and Southeastern Illinois College acting also as museum docent.
2. Execute curatorial coordination, including installations and de-installations.
3. Organize, lead, and implement the Operational and Collection Committee (OCC) and all its functions.
4. Oversee assigned staff and student workers/assistants to fulfill their responsibilities.
5. Oversee assigned budgets for planning activities, inventory/categorizing, and relevant administrative duties
6. Oversee fundraising activities for the Museum.
7. Maintain oversight of the quality physical appearance of the Museum.
8. Foster and build opportunities for educational endeavors, including any credit-bearing courses.
9. Oversee opening and closing procedures and ensure the smooth operation of the museum during public hours, including greeting visitors or those inquiring about the Museum.
10. Help ensure the security of the facility.
11. Manage Museum marketing efforts, including relevant websites, social media, and exhibition-related materials.
12. Assist with writing and editing grants, press releases, and exhibition text for Museum purposes
13. Maintain appropriate records of Museum operations and exhibitions.
14. Coordinate and implement campus events and activities as assigned.
15. Provide functional event support and management for student activities and social events.

16. Oversee and assist in developing activities, events, and programs designed for social, cultural, and instructional development, including cultural arts series and related events.
17. Assist supervisors with campus activities and events.
18. Share the campus events calendar with the internal campus community.
19. Operate marquee on College Rd.
20. Provide supervision for the Student Ambassador program.
21. Assist with outside group rentals of College facilities as assigned.
22. Assist with VPAC and Theater operations as assigned.
23. Maintain appropriate records, mailing lists, and contacts for campus events and activities.
24. Some nights and weekends are required at the discretion of supervisors.
25. Other duties as assigned include but are not limited to institutional marketing and social media.

EDUCATION:

A bachelor's degree is required, and relevant experience is encouraged.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

COMMUNICATIONS SKILLS:

To be successful in this position, one must have excellent organizational, written, and verbal communication skills, analytical and interpersonal skills, attention to detail, and deadline-setting skills, as well as exceptional follow-up skills.

REASONING ABILITIES:

Ability to solve practical problems and deal with various concrete variables in situations where standards are required and must be maintained.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this position, the employee will regularly need to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, hand, or feel objects, tools, or control; reach with hands and arms; climb or balance; stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities this requires include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this position.