



TUCSON MUSEUM OF ART AND HISTORIC BLOCK
JOB DESCRIPTION
EOE

POSITION: Assistant Curator of Engagement

WORK SCHEDULE: Monday through Friday. 40 hours per week. Hours may vary to include special events and activities in the evenings and on weekends related to this position.

STATUS: Regular Full-Time Exempt

REPORTS TO: Director of Engagement and Inclusion

Job Description and Distinguishing Characteristics

The Assistant Curator of Engagement is an organized and dynamic individual who is dedicated and eager to build connections between local communities and the Tucson Museum of Art and Historic Block, and support initiatives and programmatic efforts at the institution and beyond. This individual will be responsible for contributing to the advancement of the museum's IDEA initiatives to build, expand, and sustain diverse audiences by developing and facilitating programming in both English and Spanish. The successful candidate will support on and off-site programming; coordinate bilingual initiatives; collaborate across departments; foster and support relationships with communities, community-based organizations, and artist partners; and manage evaluation and reporting that informs the development of relevant community-based programs. Additionally, the Assistant Curator of Engagement will support and co-facilitate convenings with a broad array of stakeholders including, but not limited to, community members, volunteers, and staff.

About the Tucson Museum of Art

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and the Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan's principles of relevancy, community, respect and multivocality are at the heart of the museum's collection, exhibitions, programs, Board of Trustees, staff, and volunteer groups. Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum's 2020–2023 Strategic Plan is to ensure a culture of inclusion, diversity, equity and access. As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.

Duties and Responsibilities

- Support Inclusion, Diversity, Equity, and Access initiatives as well as strategic partnerships and public programs.
- Support and maintain trusting relationships with partner organizations and related communities by prioritizing anti-bias and culturally sensitivity teaching, while providing exceptional customer service in accordance with museum standard and supporting program development.
- Develop, implement, and coordinate programs in collaboration with Director of Engagement and Inclusion, such as Free First Thursday, strategic partnerships with local schools, and *Museum as Sanctuary*.

- Facilitate onsite and outreach programming, including Spanish-language programs, for audiences of all ages such as lectures, tours, community partnerships and more.
- Support translation and bilingual initiatives by ensuring all exhibition texts and gallery guides are available in Spanish, as well as integrating inclusive language across programs and museum-wide messaging.
- Work in collaboration with other museum departments to lead, support, and implement IDEA initiatives.
- Support and co-facilitate stakeholder convenings, such as community focus groups, advisory group meetings, and the Community Initiatives Committee.
- Support research on a variety of initiatives including programming and audience trends in Southern Arizona and beyond.
- Coordinate formal and informal evaluation of current and future programs, to ensure program relevance to a diverse community.
- Work in collaboration with other museum departments to organize data related to audiences, visitation, and IDEA initiatives.
- Develop and implement art-based learning and engagement opportunities for museum visitors.
- Other duties as assigned.

Qualifications/Skills

- Asset-based mindset; comfortable working with all types of audiences.
- Fluent in spoken and written Spanish required.
- Ability to initiate and facilitate conversations, using open-ended questions, with a variety of players including staff, volunteers, and community representatives.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to self-manage and work alongside a team and/or supervisor.
- Ability to make connections between works of art and programming initiatives.
- Excellent oral, written, and interpersonal communication skills.
- Excellent organizational skills –ability to manage multiple tasks simultaneously.
- Strong organizational and time management skills.
- A combination of education (BA preferred) and/or a minimum of 4-5 years of relevant experience (organizing administrative support; community building; program planning; social justice organizing).
- Ability to use MS Office programs and web-based questionnaire services.
- Must possess a current driver's license and have reliable access to a personal vehicle.

Starting Salary Range: \$40,000 - \$45,000.

Application Materials:

Cover letter outlining your interest in the position and commitment to TMA's IDEA principles.

Resume or curriculum vitae.

Contact details for two professional references.

How to Apply:

To apply send application materials to jobs@tucsonmuseumofart.org with the subject line "Assistant Curator of Engagement."