



Career Opportunities in an Art Museum

An art museum is a building or space for the exhibition of visual art. Paintings are the most commonly displayed art objects; however, sculpture, decorative arts, furniture, textiles, costumes, drawings, pastels, watercolors, collages, prints, artists' books, photographs, and installation art are also regularly shown.

It takes many, many people to run a museum. Here are some of the museum jobs people do, and some of the skills it takes to be good at that job. What job would you like best? Which one would you be good at doing?



Art Museum of South Texas
Affiliated with
Texas A&M University, Corpus Christi

Director



- in charge of the whole museum and what goes on
- represents the museum in contacts with the public
- works with donors, board members, volunteers and staff to make sure the museum runs smoothly
- assists wherever needed in any department

Skills: enjoy working with people, flexible and a organized worker, comfortable public speakers, enjoy doing a variety of different things, good problem-solver, good

motivator, leader and creative thinker and able to plan for the future.

Education Needed: Master's Degree in one or more areas of Art and/or Museum Management and several years of experience working in a museum

You could be a Director if you are very good at persuading all different kinds of people to work together.

Curator

- expert in charge of the art collection
- oversees the care, display and information about the art
- assists the Registrar in assembling the museum catalog
- works with the Preparator to install art exhibits
- works with other curators, artists, collectors to assemble traveling exhibitions

Skills: good writer, enjoys reading and researching, knowledgeable about art history.

Education Needed: Bachelor's Degree or higher in Art or Art History

You could be a Curator if you love reading and learning new information.



Registrar



- keeps track of all museum objects
- maintains records of ownership and borrowing
- carefully watches the safety and condition of objects on display
- works with the Curator in assembling the museum catalog

Skills: organizational skills, good record keeper, careful with details.

Education Needed: Bachelor's Degree or higher in Art or Art History

You could be a Registrar is you are good at keeping things in your desk and your room very neat and organized.

Educator

- plans tours and art education programs for museum visitors of all ages
- works with the Curator to develop exhibits
- works with volunteers, schools and other community partners to plan programs
- helps the Curator to oversee the docents

Skills: good writer, creative, good with people.

Education Needed: Bachelor's Degree or higher in Art or Art Education.

You could be a Museum Educator if you love sharing new ideas & information with different types of people.





Docent

- welcomes visitors to the museum
- guides and teaches visitors on tours of the museum
- answers questions about the objects in the museum

Skills: good public speaker, enjoy research, good with people.

You could be a Docent if you like meeting new people and telling stories.

Exhibit Designer (at the AMST, these tasks are part of the Curator's job)

- plans for layout and display of objects in the space provided by the museum
- decides on wall colors and arrangements of objects
- helps Preparators to hang and install artwork properly

Skills: creative with colors and space, good at math.

Education Needed: Bachelor's Degree or higher in an area of Art

You could be an Exhibit Designer if you enjoy math and creative problem-solving with shapes and space.

Preparator

- assist the Exhibit Designer or Curator in the installation of the museum's objects
- carefully handles objects
- helps to construct and arrange displays

Skills: good with math, enjoy building things, good sense of space, very careful with details.

Education Needed: Bachelor's Degree or higher in an area of Art

You could be a Preparator if you enjoy math and are good at working with your hands.



Public Relations Coordinator (at the AMST, these tasks are combined with the Membership Officer)



- writes and distributes press releases and announcements to inform the community about events and activities at the museum
- contacts local television stations and newspapers with information about the museum
- works with the Graphic Designer to create posters, brochures and advertisements
- works with the Web Designer to keep the website updated with content
- assists with assembling the museum catalog

Skills: good vocabulary, creative writer, comfortable public speaker.

Education Needed: Bachelor's Degree or Higher in Marketing or Journalism

You could be a Public Relations Officer if you are creative with words and are good at public speaking.

Museum Protection Staff (Security Officers)

- in charge of safety of all museum objects and visitors
- ensures that all museum rules are followed
- assists visitors with questions
- stationed throughout the museum during visiting hours

Skills: knowledge of rules, good with people.

You could be a Security Officer if you recognize the importance of following rules and enjoy dealing with all kinds of people.



There are other Museum jobs too!

- **Museum Shop Manager** - runs the gift shop, arranges and displays merchandise, handles money
- **Development Officer** - in charge of raising the money necessary to running the museum by contacting businesses, government agencies and charitable foundations
- **Business Officer** - in charge of the museum's financial affairs such as making sure bills are paid on time, keeping the museum's expenses from exceeding income, and paying staff their salaries
- **Membership Officer** - in charge of the museum's membership programs, aimed at individuals and companies who pay a yearly fee to enjoy special benefits from their support of the museum
- **Building and Grounds Staff** - in charge of maintaining the building and grounds of the museum in good condition, including repairing walls and roofs, mowing lawn, cleaning floors, etc.
- **Outreach Coordinator** - works under the Educator; goes out into the community to promote the museum and encourage people to visit; conducts pre-visit presentations to school groups and organizations