Our innovative and growing company is searching for experienced candidates for the position of curator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

**Responsibilities for curator**

- Research, write and oversee production of related publications, brochures, guides, catalogs and books
- Develop and oversee collaborative projects with faculty and staff, oversee project budgets
- Develop a cooperative and productive relationship between the Center and the art community
- Develop, prepare and maintain exhibition budgets, serve as a liaison to the University community, other institutions and the public
- Overall planning and development of the permanent collection, which includes objects in several media from China, Tibet, Japan, Korea, India, Southeast Asia and the Philippines
- Ownership of a specific category within the market as determined by the Market Lead
- Assist in the creation of databases and query tools for data mining
- Identify and collate new data for inclusion in the database
- Develop and test new functionality with the software
- Collaborate with research personnel in collating data for presentations and demonstrations of the database at conferences or other institutions

**Qualifications for curator**

- You should at least 3 years of relevant work experience to be successful in this role
background

- Your go-to web publishing tools are Sharepoint, Drupal and WordPress
- You are a natural communicator, task juggler, administrative organizer and time manager
- You are all about details and follow through, but not at the expense of deadlines
- Your CSS, HTML, XML, XHTML, and Dreamweaver skills are on point