



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

**HUMAN RESOURCE MANAGEMENT
OFFICE**

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. Two (2) Curator -SG17

(Under Job Order Status; To be assigned at the VCAA, BatStateU – Pablo Borbon)

Education: Bachelor of Arts in History

Experience: At least 2 year work experience

Expertise: Organizing exhibitions. Arranging restoration of Artifacts. Identifying and recording items. Dealing with inquiries. Expert in conservation, education, design and marketing.

Salary Grade 17 – (262.25/hour)

Duties and Responsibilities:

- Manage collections by recording and cataloging artwork and items in collections
- Research objects to document identification and authentication
- Develop, plan and execute various exhibitions
- Write acquisition and exhibition proposals
- Plan the presentation and installation of artwork and objects
- Create labels and interpretive materials for artwork
- Train docents and other museum staff on the exhibition's presentation and information.
- Play an active role in the community by publishing research and information to journals, catalogs and books
- Have updated information about the art market and in-depth knowledge of the collections and exhibitions they manage
- Develop and oversee educational programs and plans to cultivate donors for their organization.

- Performs other duties and tasks assigned by the higher authorities.

Art Curator Skills and Competencies:

In addition to education and other requirements, candidates that possess the following skills may be able to perform more successfully in the job:

- **Management skills:** The job requires having oversight and being responsible for a museum's collection.
- **A well-trained eye:** A Curator must be able to make the best quality collections of art and other items to be displayed in a museum or gallery.
- **Exhibition skills:** Skills in this area is critical for organizing art exhibitions in galleries or public spaces.
- **Research skills:** The job requires you to research artists and collect information about various works of art.
- **Writing skills:** A Curator is tasked with producing the written material that goes with artwork and other items.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Application for Curator**. Submission of application is only from **January 27, 2021 to February 5, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.