



Republic of the Philippines

## **BATANGAS STATE UNIVERSITY**

Batangas City

Tel. Nos. (043) 980-0385 loc. 1104 & 1105

E-mail Address: [hrmo@g.batstate-u.edu.ph](mailto:hrmo@g.batstate-u.edu.ph) Website Address: <http://www.batstate-u.edu.ph>

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### **HUMAN RESOURCE MANAGEMENT OFFICE**

**Pablo Borbon**

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. One (1) Curator - SG14**

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

**Education:** Bachelor of Arts in any of the following majors: History; Anthropology; Archaeology; Fine Arts; Arts Administration;

**Experience:** At least 2 years of 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 14–** (199.62/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 art work 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



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

### Art curator skills and competencies:

In addition to education and other requirements, candidates who 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 publics paces.
- **Research skills:** The job requires the candidates to research artists and collect information about various works of art.
- **Writing skills:** acuratoristaskedwithproducingthewrittenmaterialthatgoeswithartwork and other items.

Qualified applicants may send their application letter addressed to the Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda, thru Dr. Roldan C. Ragot, Head of HRMO, together with your updated resume, transcript of records and other credentials at [recruitment.pb@g.batstate-u.edu.ph](mailto:recruitment.pb@g.batstate-u.edu.ph) with the subject ATTN: Application for Curator. Submission of application is only from May 10, 2021 – May 19, 2021.

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license (if applicable);
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
  - Certificate of Seminar/Trainings attended; and
  - Certificate of Employment (if previously employed).

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 local1804.