

Position

Curator, Outreach and Special Projects
Museums, Archives and Rare Books
Kennesaw State University

About Us

Are you ready to transform lives through academic excellence, innovative research, strong community partnerships and economic opportunity? Kennesaw State University is one of the 50 largest public institutions in the country. With growing enrollment and global reach, we continue to expand our institutional influence and prominence beyond the state of Georgia. We offer more than 190 undergraduate, graduate, and doctoral degrees to empower over 50,000 students to become thought leaders, lifelong learners, and informed global citizens. Our entrepreneurial spirit, high-impact research, and Division I athletics draw students from throughout the region and from more than 100 countries across the globe. Our university's vibrant culture, career opportunities, rich benefits, and [values](#) of respect, integrity, collaboration, inclusivity, and accountability make us an employer of choice. We are part of the [University System of Georgia](#). We are searching for talented people to join Kennesaw State University in our [vision](#). Come [Take Flight](#) at KSU!

Location

(Primary Location for Job Responsibilities) Our Kennesaw campus is located at 1000 Chastain Road NW, Kennesaw, GA 30144.

Our Marietta campus is located at 1100 South Marietta Parkway, Marietta, GA 30060.

Department Information

DEPARTMENT SPECIFIC TASKS AND RESPONSIBILITIES:

1. Serve as a project manager for departmental projects and exhibitions with KSU and community partners, including curatorial, programmatic, collections, oral history, and educational components.
2. Contributes to the department's grant-writing and fundraising initiatives, educational and outreach programs, and departmental activities.
3. Contributes to the college classroom experience by providing subject matter expertise and contextual insights that connect curatorial practice with student learning

Job Summary

Conceives, researches, plans, and delivers assigned exhibition initiatives. Leads interpretive research, programming, and presentation of the museum's collections, creating distinctively curated physical and digital exhibitions. Supports acquisitions, educational initiatives, and donor engagement.

Responsibilities

KEY RESPONSIBILITIES:

1. Conceives, researches, develops, plans, and delivers physical and digital exhibitions, ensuring factual accuracy, cultural sensitivity, and strong narrative coherence.
2. Creates, edits, and presents exhibition text, including labels, catalogs, brochures, scholarly publications, educational resources, and multimedia content such as documentaries, social media, audio, 3D models, and interactive features.

3. Works collaboratively with researchers, collections managers, designers, educators, and other professionals to interpret cultural materials with an emphasis on accessibility, engagement, and interactivity.
4. Secures image rights, reproductions, copyrights, and all related permissions.
5. Supports exhibition planning through budget preparation, schedule coordination, grant writing, and fundraising efforts.
6. Develops content for press releases, social media, and other promotional communications.
7. Collaborates with departmental colleagues on collection development and conservation efforts.
8. Remains current on emerging technologies to enhance visitor experience and digital engagement.

Required Qualifications

Educational Requirements

Bachelor's Degree from an accredited institution of higher education in related field

Other Required Qualifications

Current, valid, and unrestricted driver's license

Required Experience

Three (3) years of related experience in exploring emerging artists and organizing exhibitions demonstrating historical practices and contemporary methodologies

Preferred Qualifications

Preferred Educational Qualifications

Advanced degree from an accredited institution of higher learning in related field

Proposed Salary

The budgeted salary range for this role is \$58,000-\$65,000 annually. Offers are based on relevant experience.

Comprehensive benefits include Medical, Dental, Vision, 13 paid holidays, vacation, generous retirement plans, tuition waiver, wellness options, and more!

Visit- <https://hr.kennesaw.edu/benefits/index.php>

Knowledge, Skills, & Abilities

ABILITIES

Able to deal with multiple tasks or projects at one time meeting assigned deadlines

Able to develop and maintain relationships with other units

KNOWLEDGE

Knowledge of best practices in museum curation, collection development, and exhibition design. Experience creating digital products, including short videos, online exhibitions, and interactive curriculum.

Proficient with computer applications and programs associated with the position (i.e. Microsoft Office suite)

SKILLS

Excellent research, writing, and communication skills

Excellent interpersonal, initiative, teamwork, problem solving, independent judgment, technology, organization, communication (verbal and written), time management, project

management, conflict resolution and presentation skills
Strong attention to detail and follow up skills
Strong customer service skills and phone etiquette

USG Core Values

The University System of Georgia is comprised of our 25 institutions of higher education and learning as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct. Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at <https://www.usg.edu/policymanual/section6/C2653>.

Equal Employment Opportunity

Kennesaw State University is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment, pregnancy, and medical conditions related to pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran or military status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community.

For additional information on this policy, or to file a complaint under the provisions of this policy, students, employees, applicants for employment or admission or other third parties should contact the Office of Institutional Equity at English Building, Suite 225, eeo@kennesaw.edu.

Other Information

This is a supervisory position.
This position does not have any financial responsibilities.
This position will be required to drive.
This role is considered a position of trust.
This position does not require a purchasing card (P-Card).
This position may travel 25% - 49% of the time
This position does not require security clearance.

Background Check

- Standard Enhanced
- Education
- MVR
- 9 Panel Lab Drug Test

Per the University System of Georgia background check policy, all final candidates will be required to consent to a criminal background investigation. Final candidates may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment. Applicants for positions of trust with screening

results which confirm a disqualifying criminal history will be immediately disqualified from employment eligibility.

All applicants are required to include professional references as part of their application process. Some positions may require additional job-based screenings such as motor vehicle report, credit check, pre-employment drug screening and/or verification of academic credentials.