



# CUTTINGTON UNIVERSITY

SUAKOKO, BONG COUNTY  
P. O. BOX 10-0277  
1000 MONROVIA 10, LIBERIA  
WEST AFRICA

Email: [hr@cu.edu.lr](mailto:hr@cu.edu.lr)  
Website: [www.cu.edu.lr](http://www.cu.edu.lr)  
[jgbemon@cu.edu.lr](mailto:jgbemon@cu.edu.lr)

OFFICE OF THE DIRECTOR  
HUMAN RESOURCE DEPARTMENT

July 5, 2024

## VACANCY ANNOUNCEMENT FOR CURATOR, CUTTINGTON UNIVERSITY MUSEUM MAIN CAMPUS

Position Title : **CURATOR**  
Reports to : VP, Academic Affairs  
Duty Station : Suakoko/Monrovia  
Start Date : September 1, 2024

***Closing Date for the Submission of Application: August 5, 2024 at 5:00PM***

### **Position Requirements:**

Cuttington University is seeking qualified and innovative individuals to join her reputable Institution based in Suakoko, Bong County to serve as **Curator for her African Museum**.

As CURATOR, the individual will be in charge of a collection of exhibits in a museum or art gallery; this includes dealing with the acquisition, care, display and interpretation of items with the aim of informing and educating the public. He/She is to **build up collections, often in dedicated areas**, develop ways in which objects, archives and artworks can be interpreted, through exhibitions, publications, events and audio-visual presentations. Additionally, he/she will investigate and arrange information necessary to support the educational and public service responsibilities of the museum through exhibitions or targeted educational programs.

### **Specific Duties:**

- Work to rehabilitate the African Museum of CU;
- Work to meet the exacerbation schedule for Founder's Day
- Write proposals for the reactivation of the African museum and purchasing of artifacts;
- Take note of art loaned to the museum as well as the Institution;
- Arrange comprehensive events and lectures and coordinating shows that rotate every semester;
- Collect, exhibit, interpret, maintain, and protect objects of historical and aesthetic importance primarily in museums;
- Manage a range of administrative tasks entailing clerical work;
- Negotiate art pricing or loan agreements throughout the buying process designing, assembling and organizing show installments;
- Examine and analyze the authenticity of bought works of art and artifacts;
- Create interpretative information to help visitors understand the purpose and significance of artifacts;
- Budget purchases, maintain inventories and supervise marketing initiatives;
- Evaluate the cultural and monetary worth of acquired artwork;
- Respond to queries about the history and importance of artworks;
- Plan events, seminars and lectures for artists and exhibits;
- Conduct research and training of Librarians;
- Generate funds for upkeep and running of the museum
- Perform any other duties as may be assigned by the VPAA or the President of the University.

## **Required Skills**

- The individual should have a keen eye;
- Knowledge and networks to find hidden treasures perfect for a specific space;
- Strong interpersonal, presentation, written and verbal communication skills;
- Analytical thinking
- Creativity
- Technological competency
- Negotiation
- Knowledge of preservation techniques
- Good project management skills;
- Flexibility, resilience, and willing to work long hours;

**POSITION QUALIFICATIONS:** Degree in a related field such as **Master's in Art History, History, Archaeology, Anthropology or Museum Studies** with at least 3 years of previous experience. Published work and a Doctorate Degree would be advantageous.