



Core Competencies for Arts & Curatorial Services Competency Statement Examples

Occupational Group: Arts & Curatorial Services

Competency: Planning & Organization

Definition: Organizes and manages own time, tools and resources effectively, prioritizes workload, prepares in advance and sets realistic timescales to achieve goals and objectives; understands business issues, processes, and outcomes and the potential impacts both internal and external to the unit.

Job Template: Art Museum Registrar

Proficient	Advanced	Expert
<p>Registers museum collections, acquisitions, and gifts in a timely manner to meet deadlines.</p> <p>Organizes and coordinates the shipping, receiving, packing, and unpacking of works of art.</p> <p>Notifies team and manager/supervisor of delays in the receiving of works of art.</p>	<p>Assesses current methods for museum collections, acquisitions, and gift registration and considers more efficient alternatives (e.g., automatic processes versus manual).</p> <p>Identifies delays in shipping, receiving, packing, and unpacking works of art and corresponds with impacted agencies to keep abreast of delays.</p> <p>Assesses and reassesses priorities for incoming and outgoing works of art; shifts focus to meet shipping/receiving deadlines.</p>	<p>Identifies more efficient alternatives for museum collection, acquisition, and gift registration which increase efficiency and ability to meet slated deadlines; presents to manager/supervisor for consideration.</p> <p>Anticipates delays in shipping and receiving of works of art and collaborates proactively with the shipping/receiving agency to resolve concerns or issues.</p> <p>Adjusts work plans to take account of changes or delays in the shipping or receiving of art to better meet deadlines.</p>

Competency: Problem Solving

Definition: Identifies and understands issues, problems, or opportunities; analyzes, develops possible solutions, and takes or suggests the appropriate course of action; remains calm under pressure and follows steps to achieve solution.

Job Template: Theater Production Specialist

Proficient	Advanced	Expert
<p>Identifies, recognizes and resolves routine stage problems based on established contract deadlines and OSHA and various union, guild and association requirements.</p> <p>Collaborates with others to solve problems and make decisions.</p> <p>Analyzes the situation by practicing active listening with artists and technicians communicating the problem.</p>	<p>Assesses and resolves difficult or sensitive problems through artistic judgement and interpretation of policies and procedures for the production.</p> <p>Reviews artist riders to determine immediate consequences with light, audio, video, and other production systems preparation.</p> <p>Creates relevant options for addressing house configurations to accommodate for different</p>	<p>Anticipates and pursues difficult or sensitive performer issues and stage problems independently by collaborating with internal colleagues and external contractors.</p> <p>Serves as a resource for others in resolving issues and problems by developing presentation and production systems resolution strategies.</p> <p>Pivots as needed during production to get most effective solution for</p>

<p>Observes how colleagues, touring artists, technical directors, or company managers solve problems and asks questions to improve competency.</p>	<p>presentations.</p>	<p>logistics and aesthetic problems or needs.</p> <p>Incorporates new audio-visual technology or techniques to overcome potential obstacles.</p>
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Competency: Teamwork/Collaboration

Definition: Works collaboratively and shares information to solve common problems and deliver business objective; puts success of the team over personal interests; gives and receives feedback in a professional manner; creates an atmosphere of respect, helpfulness, and cooperation with others to build supportive, responsive relationships.

Job Template: Art Museum Registrar

Proficient	Advanced	Expert
<p>Open to ideas and respects different museum disciplines and roles when planning and coordinating public programs related to exhibitions.</p> <p>Places participation with colleagues at the heart of all work, prioritizing co-production; co-creation and co-curation.</p>	<p>Consults and involves relevant University departments, faculty, and/or staff to ensure exhibitions and collections relate to campus classes and the greater University community.</p> <p>Adjusts communication approach with visitors, visiting scholars, and students to meet the needs of different and diverse audiences when providing information related to exhibitions.</p>	<p>Looks for opportunities to build and maintain strong external collaborations to foster integration of exhibition into education and outreach programs throughout the state.</p> <p>Mentors and coaches colleagues on creative collaboration amongst the museum team to achieve the museum goals.</p>