



## CURATORIAL ASSISTANT

\$15/hour  
4 hours / week  
39 weeks per year  
Non-work study

Work under the supervision of the Museum Director

### Position Summary

The Museum of Art seeks the assistance of a student employee to work 4 hours per week providing curatorial support and exhibition specific research for the Museum Director. Interested students should have an art history or history background and/or research interest that is related to the particular exhibition theme. Two hours a week shall be spent working in the Museum Gallery while simultaneously working as a Gallery Attendant, greeting visitors, logging attendance, providing customer services and enforcing established visitor rules. All four hours of work shall be in the Museum or Museum offices.

### Duties:

#### **Research**

- The Curatorial Assistant/Assistant Curator is responsible for completing research on artwork, artist(s) and /or the exhibition theme using efficient research techniques and interpretation skills.
- This includes research on: exhibiting artist(s) or maker(s), exhibition subject matter, the larger context and time period covered by the artist and/or exhibition

#### **Administrative**

- Provide administrative support to the Director
- Liaise with artists, galleries and art institutions
- Coordinate submission of exhibition materials
- Respond to email inquiries

#### **Curatorial:**

- Assist with exhibition image selection
- Assist with installation and deinstallation of exhibitions

### Additional Duties:

- Meet with Museum Staff and Museum Director
- Work at least one shift as a Gallery Attendant while performing social media duties. Gallery Attendant responsibilities include but are not limited to:
  - Provide security for the ART exhibited in the Museum of Art by paying close attention to visitors and enforcing the established visitor rules.
  - Greet visitors, log attendance, record classes and groups visiting the Museum, conduct visitor surveys, and provide customer services—including **giving brief tours of exhibitions to members of the general public** and answering general questions.

- Assist staff members with projects as requested such as—preparing the Museum for opening receptions, setting up/breaking down chairs for programs, housekeeping issues, and trash bag removal.
- Assist with artwork installation and deinstallation under direction of Museum Staff.
- Perform other duties as requested.

**Required Availability**

- Must schedule work in two two-hour time blocks or one four-hour block.
- All four hours of work shall be in the Museum or Museum offices.

**Required Qualifications**

- Microsoft office suite, One Note
- Strong verbal and written communication skills
- Strong research skills.
- Excellent organizational skills.
- Ability to prioritize work tasks and know when to ask clarifying questions
- Comply with professional object handling standards as instructed
- Exhibit professionalism when dealing with staff and the public
- Rigorous attention to detail and accuracy.
- Work independently with limited supervision.

**Preferred Qualifications**

- Adobe InDesign
- Matting and framing skills

**Application Requirements:**

Must complete the Museum of Art General Employment Application and submit a two-page writing sample.