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.