

THE JEWISH MUSEUM
JOB DESCRIPTION FORM

DEPARTMENT: Curatorial Affairs **JOB DESC. DATE:** May 2010
TITLE: Curatorial Assistant **FLSA STATUS:** Non-Exempt
SUPERVISOR: Associate Curator **SCHEDULE:** Full-time

SUMMARY:

The Curatorial Assistant manages work directly pertaining to assigned exhibitions and other tasks relating to the Department of Curatorial Affairs. He or she works with in-house curators and guest curators on exhibitions organized by The Jewish Museum. He or she also organizes exhibitions based on Jewish Museum collections, coordinates exhibitions borrowed from other institutions. The Curatorial Assistant reports directly to the Associate Curator and works closely with other museum curators and staff.

DUTIES AND RESPONSIBILITIES:

The Curatorial Assistant oversees the work plan for assigned exhibitions. He or she communicates with other members of the museum staff, as well as artists, dealers, collectors and outside contractors on exhibition-related projects. The Curatorial Assistant maintains a checklist database and exhibition notebook with color images of each object. He or she facilitates loans, generates loan letters and forms, and maintain loan files. He or she will work with curator and other museum staff on preparation of the exhibition catalogue, including requesting photography and obtaining reproduction rights; researching biographies, slides, photographs, audio-visual, and supporting material as necessary. He or she will work with museum staff on the installation, interpretation, programming, and publicity of exhibitions. Additionally, the Curatorial Assistant will process payments and assist in the preparation of fiscal year budgets and overall project budget. The Curatorial Assistant coordinates the activities of a Board Acquisitions committee.

OTHER DUTIES AND RESPONSIBILITIES:

The Curatorial Assistant works with members of the Curatorial Affairs department on museum business related to the exhibitions, acquisitions and administration as needed, including correspondence and telephone conversations with artists, lenders, donors, dealers, galleries, and general public; invoicing, maintaining files, and facilitation of loans. He or she will also conduct research for collection and exhibition related subjects and ideas; work with Registrars and Collections staff to coordinate photo shoots of

collection objects; communicate with other museum departments; and compile and maintain various lists, including checklists for general use and for preparation of annual reports.

JOB QUALIFICATIONS:

M.A. in Art History or related field required

Knowledge or concentration in modern and contemporary art

Knowledge of Microsoft office applications, and excellent organizational skills

Prior museum or gallery experience required

Send Resume with Cover Letter To:

Director Human Resources

The Jewish Museum

1109 Fifth Avenue

New York, NY 10128

Email: Jobs@TheJM.org

Fax: 212-423-3232

The Jewish Museum is an Equal Opportunity Employer.