

The Jewish Museum Job Description

Date: August 23, 2010
Department: Curatorial Affairs
Title: Assistant Curator for Media
Schedule: Half Time
Status: Exempt
Reports to: Associate Curator/Director of Film Festival

Duties include but are not limited to:

Essential:

- Curates two exhibitions per year in Goodkind Media Center gallery. This includes soliciting submissions, reviewing submitted materials, corresponding with artists and galleries, arranging for loans, writing interpretive texts, and working with Museum staff on installation, programming, and publicity.
- Project Manager for the New York Jewish Film Festival, including researching potential films, soliciting screeners, tracking of all submissions, participating in selection process, arranging selection committee meetings and taking minutes, inviting films and negotiating fees, writing and proofreading brochure copy, working with Museum staff on all publicity, maintaining extensive communications with filmmakers, distributors, and off-site screening venues, tending to visiting filmmakers, and introducing screenings.
- Chairs Media Center Exhibition Committee.
- Works with supervisor to project and create budgets for Media Center and Film Festival. Manages and tracks those budgets, including processing budget requests and invoices.
- Works with Development Department to research and write narrative portions of grant proposals.
- Responds to inquiries from scholars and the public re: past Film Festivals, the National Jewish Archive of Broadcasting, and other media programs.

Additional:

- Supervises Volunteer and Interns.
- Responsible for media archives for Film Festival, reference films, and exhibition-related media.

- Contribute to the Museum's blog as relates to the Film Festival and media exhibitions.
- Works with supervisor on specific projects which may be assigned.

QUALIFICATION REQUIREMENTS:

- B.A. Degree; M.A. preferred
- 2-4 years experience in film and media programming, curating, or media/arts administration
- Excellent verbal and writing skills. Ability to communicate effectively with diplomacy to vendors, Museum staff, volunteers and the public
- Strong organizational skills and ability to handle and prioritize detailed projects simultaneously and carry them through to completion
- Creative, self-starting team player

**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.