



MONTCLAIR ART MUSEUM

3 South Mountain Ave.
Montclair, NJ 07042
973-746-5555
montclairartmuseum.org

POSITION DESCRIPTION

POSITION TITLE:	Curatorial Assistant
DEPARTMENT:	Curatorial
SUPERVISOR:	Chief Curator and Curator of Native American Art
DIRECT REPORTS:	none
LAST REVISION DATE:	March 2021

The Curatorial Assistant is a full-time position reporting to the Chief Curator and Curator of Native American Art, assisting them in a full range of capacities. The Curatorial Assistant will act as the departmental liaison to all staff and appropriate members of the public, especially with regard to exhibitions, as well as fielding information, research, and artist requests.

Principal Responsibilities:

- Arrange Curatorial Department meetings and maintain Curatorial Work Schedule (calendar of target due dates for curatorial projects).
- Serve as source of information regarding curatorial affairs and insure that communication lines within members of the Curatorial Department and between the department and others remain open.
- Prepare curatorial and board reports, Art Committee set-up sheets, agendas, minutes, and correspondence, preliminary loan correspondence.
- Handle all departmental purchase orders (including payments for acquisitions of artwork); assist with preparing and monitoring departmental budgets.
- Handle a variety of telephone, email, and mail inquiries (i.e. research requests) in a quick, pleasant, and efficient manner.
- Provide clerical support and supervise occasional part-time clerical support, deliver and pick up mail for Curators, maintain staff attendance sheets.
- Maintain office supplies for Curatorial department; oversee overall maintenance and servicing of office equipment.
- Under direction of Curators, coordinate with all departments to determine and maintain schedule of planning and implementation of specified aspects of exhibitions, including graphics production.
- Prepare sized images of works on exhibition checklists for layout in 3D exhibition models.

- Coordinate access to artworks for study purposes to scholars, etc. with Registrar.
- Monitor catalogue/brochure supply for exhibitions and request more when needed; prepare comment books.
- Update book with continuous list of all exhibitions; maintain exhibition and office files.
- Handle rights and reproduction requests for photography (e.g. for exhibition and collection-based catalogues).

Requirements:

- The successful candidate must be highly organized and have excellent clerical, computer, and writing skills. Familiarity with Excel, Microsoft Word, and PowerPoint is required. Training will be offered for collections management database systems, i.e. The Museum Systems, since this individual will be handling collection and exhibition-related data entry. A bachelor's degree is required; some background in museum studies, art history, especially historical, modern, and/or contemporary American art, or American studies is preferred. Must have rigorous attention to detail and be self-motivated, proactive, flexible, and collaborative.

Hours/Benefits

Full-time, Monday-Friday, 40 hours weekly, with occasional evenings and weekends. The position is onsite at the Museum, with some work to be done virtually as determined by supervisors. Includes benefits and vacation package.

Applications

Please submit a persuasive cover letter and resume with a list of references to employment@montclairartmuseum.org. No phone calls please.

The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.