

Job Announcement

Curatorial Assistant

Position Summary

The Curatorial Assistant is a full-time position that performs the logistical, clerical, research, and implementation duties of the curatorial department. The scope of work encompasses collection-based initiatives as well as special exhibitions. In addition to working with department colleagues, the position interfaces directly with the public and collaborates with NMWA staff members across the organization. This position reports to the Deputy Director for Art, Programs, and Public Engagement/Chief Curator.

Responsibilities

Functions may include, but are not limited to:

- Manage day-to-day operations of the curatorial department, including responding to inquiries from the public, processing mail, and maintaining subscriptions.
- Serve as department's point person for technology platforms including SharePoint, Tessitura, ClickUp, and the museum's Digital Asset Management System, uploading, updating, and managing curatorial content.
- Create departmental budget templates, and manage functionality of existing budgets. Process payment forms for departmental projects.
- Schedule exhibition planning and department meetings and prepare materials for meetings.
- Participate in preparations for quarterly Works of Art Committee (accessions) meetings.
- Facilitate conference calls and meetings with artists, collectors, and arts organizations.
- Assist curators in timely preparation of collections and special exhibitions information including funding proposals, checklists, loan letters and related correspondence, budgets, image research, wall texts and object labels, biographical and bibliographic materials, NMWA magazine articles, and other public relations requests.
- Assist curators with scheduling traveling exhibitions, liaising with outside museums, contributors, and contractors as needed in order to book and complete projects.
- Maintain archival record of all exhibitions and collateral materials produced.
- Develop plans and timeline for collection rotations. Research objects, write interpretive materials, and process content created by team of curators and educators.
- Engage with public and museum supporters through virtual and in-person gallery talks and tours.

Qualifications

This position requires a Bachelor's or Master's degree in art history, arts management, or other related field with 3 years of experience (full-time or equivalent) working in a museum, gallery, or cultural setting. The successful candidate will demonstrate the following skills/experience:

- Superior organizational skills, attention to detail, and ability to multi-task
- Excellent interpersonal skills and a positive, flexible demeanor
- Superior oral and written communication skills
- Passion for research and art historical writing
- Ability to work both independently and collaboratively

- Experience working with cause-related organizations and groups
- Command of Zoom and Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint)
- Familiarity with Tessitura and ClickUp and experience with databases a plus

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The salary range for this position is \$46,000 to \$48,000 annually, plus a benefits package.

How to Apply

Please apply through NMWA's online job application. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.