



CURATORIAL ADMINISTRATOR AND ASSISTANT
Position Announcement

Dept: Curatorial	Reports to: Senior Curator	Direct Reports: None	
Type: Full-time	FLSA: Non-Exempt	Date: December 2013	Rev. Date: Oct 2018

POSITION SUMMARY

The Curatorial Administrator and Assistant is responsible for a variety of curatorial and administrative tasks including managing contacts and correspondence; providing trustee committee support; budget tracking; assisting with the coordination of didactic materials and exhibition documentation; writing and editing curatorial-related copy; and occasional collection research.

ESSENTIAL RESPONSIBILITIES

- Serves as the Senior Curator's assistant and provides general curatorial support for all Curators. Schedules appointments, meetings, for Senior Curator. Maintains departmental calendar.
- Provides committee support, serves as liaison to committee chairs, organizes meetings, prepares agenda, and prepares and distributes minutes. Responsible for two primary committees: Curatorial Committee and Austin House Committee.
- Handles inquiries (telephone or email) about collections, exhibitions, appraisals, conservation services, selling or donating works of art to the museum.
- Assists with managing department budget; processes all curatorial paperwork related to invoices, handles requisitions and checks. Prepares requisition forms for department activities.
- In collaboration with curators and registrar tracks each object through the acquisition process.
- Coordinates the development, copyediting, design, and production of exhibition and installation didactic materials, such as wall text, labels, gallery guides, and other content. Ensures accuracy of information on publications, in print and online, as needed.
- Obtains permissions and copyright clearance for images and maintains accurate credit lines.
- Assists with coordination of logistical needs for artist/curator visits including arranging honoraria, travel, lodging, meals, and any event-related logistics. Assists with hosting visiting artists/curators, including itineraries, transportation, and entertainment.
- Conducts curatorial research as needed.

MINIMUM REQUIREMENTS

Education and Experience

- Bachelor's Degree; Art or Art History, preferred. Master's Degree desirable.
- Three (3) to five (5) years administrative experience, or at least two (2) years of museum experience required.
- Knowledge of art history or museum experience required.

Skills and Abilities

- Ability to learn the museum's collection.
- Excellent organizational skills.
- Well-developed written and verbal communication skills. Demonstrated editing and proofreading skills.
- Strong attention to detail and accuracy.
- Computer proficiency with PC and Mac, and Microsoft Office Suite, including Excel and PowerPoint. Experience with collections databases. Photoshop and InDesign desirable.
- Excellent interpersonal skills. Self-directed, ability to anticipate actions needed. Ability to juggle multiple tasks and meet demanding deadlines.
- Ability to exercise discretion and to be a team player in an active office environment.
- Successful experience monitoring budgets.
- Fluency in English; knowledge of a European language desirable.

WORKING CONDITIONS

The work environment characteristics described here are representative of those a Curatorial Administrator and Assistant encounters while performing the essential functions of the role:

While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by a Curatorial Administrator and Assistant. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role.

DISCLAIMER

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY

We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter (noting the reason for your interest **and your salary requirements**) plus your resume to: Staffing.Curatorial@wadsworthatheneum.org

Please note "Curatorial Administrator" in the subject line.