Title: Research Assistant, Modern and Contemporary Art

Department: Curatorial Department

Reports to: Associate Curator of Modern Art

Status: Full-time, exempt from overtime

Work location: Onsite

Annual salary: $43,000

General Responsibilities

The Research Assistant, Modern and Contemporary Art, will work directly with the Associate Curator of Modern Art on a forthcoming major monographic exhibition.

The role of Research Assistant is a one-year appointment.

Specific Duties

1. Support the Associate Curator with in-depth research related to the exhibition, including object-based research, biographic and bibliographic research, and primary source research in the Menil Archives.
2. Contribute to all facets of preparing the exhibition catalogue, including verifying information and fact-checking the checklist, chronology, exhibition history, bibliography, and/or photography credits; assisting with the editorial process; and liaising with catalogue authors.
3. Assist in communicating with exhibition stakeholders, including galleries, artist’s estates, and lenders.
4. Assist in producing exhibition-related materials, including gallery guides, press releases, and social media posts.
5. Perform additional exhibition support as needed, including loan correspondence, website development, and public program planning.
7. Work cooperatively with other museum departments, including, but not limited to, Conservation, Exhibition Design, Collection Management, and Publications as needed.

Qualifications

1. Master’s degree in art, art history, or museum studies with demonstrated scholarship in Modern and Contemporary Art. Exceptional candidates with only a Bachelor’s degree will be considered.
2. A specialization in African-American art history is desired but not required.
3. A minimum of one year of experience working in a museum.
5. Excellent organizational skills and attention to detail.
6. Excellent communication skills.
7. Superior research, writing, and editing skills.
8. Ability to prioritize and independently manage workload.
10. Professional appearance and demeanor.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage.

How to Apply

Please submit a resume, contact information for three professional references, and a cover letter to: hr@menil.org

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