
THE SHED

THE **BLOOMBERG** BUILDING
545 West 30th Street
New York, NY 10001

Job Description: Assistant Curator

About The Shed

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

About the Position

The Assistant Curator works with a busy team on the realization of exhibitions, commissions, performances, online content, and printed matter. This involves collaboration with artists, cultural producers, lenders, and other institutions. The role includes artist liaison work, project management, administration, curatorial research, written didactic materials, the production of catalogues, and public speaking engagements. The role reports to the Chief Curator.

The Assistant Curator works within the Visual Arts Department (Programming Division) on the delivery of several projects concurrently. The Assistant Curator will support project curators (including external guest curators), as determined by the Chief Curator. And, on occasion, the Assistant Curator will be lead curator on specific projects, as designated by the Chief Curator and CEO/Artistic Director. While the role sits within Visual Arts, The Shed is a multidisciplinary center, and the Assistant Curator will work on productions and civic programs as determined by the Chief Curator and CEO/Artistic Director.

Key responsibilities include, but are not limited to:

Administration, Exhibition and Publication Management

- Provide support to the Programming Department, from the research and development stage of a project through to its realization
 - Conduct curatorial research and compile artist dossiers for consideration
 - Provide administrative support for the Curatorial Team, the Artistic Director, and Artistic Advisor
 - Liaise with artists and their representatives, arts institutions, Shed patrons, and funders
 - Work closely with Curators and Exhibitions Producers to deliver all aspect of the exhibitions, including budget development and monitoring, interpretation materials and content, production of new and existing works, installation, and de-installation
 - Make arrangements for accommodation, travel, and hospitality for visiting artists, representatives, and couriers, including visas and per diems
 - Schedule internal/external meetings and appointments and prepare material as appropriate
 - Create exhibition checklists and assist in the management of The Shed's artwork database, generating loan forms and liaising with lenders
 - Issue contracts to artists, partner organizations (co-commissioners), guest curators, and catalogue authors in consultation with the Exhibitions Department
 - Process general exhibition enquiries, unsolicited artist and exhibition proposals
 - Ensure administration and exhibition files are kept up to date
 - Draft in-gallery texts for exhibitions, online materials, and other exhibition related materials as requested
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- Liaise with The Shed's internal departments including Marketing and Communications, Civic Programs, Development, and Operations with regards to our exhibitions
- Assist in the management, budgeting, production and distribution of Shed catalogues, working with Chief Curator, internal/external editors and designers, Marketing and Communications team members, Operations, and the Shed bookshop

Education and public programs

- Collaborate with Civic Programs team to generate exhibition-related public program ideas
- Collaborate with Marketing and Communications teams to generate exhibition-related content
- Draft educational and interpretive materials for exhibitions
- Manage interns and other freelance employees (such as exhibition educators)
- Manage and participate in the execution of select public programs for exhibitions
- Provide curatorial tours of the exhibition to the general public, members, and patrons

Development, events, and cultivation

- Collaborate with Development team on cultivation and fundraising for Shed exhibitions and catalogues
- Compile event guest lists in collaboration with Development and Communications
- Attend Shed cultivation, membership, and press events/openings, as requested

Other

- Other duties as requested by Chief Curator

Qualifications and Qualities

- Bachelor's degree in art history, theory, or curatorial practice, or extensive equivalent experience; master's degree in art history or curatorial practice preferred
- Four or more years' experience in arts administration
- Knowledge of modern and contemporary artistic practices and debates
- Knowledge of, and interest in, interdisciplinary practice, including but not limited to performance, film, music, theater, and dance
- Experience working with artists
- Excellent organizational skills and impeccable attention to detail
- Good proven computer skills
- Ability to work as part of a team and independently, remaining calm under pressure
- Ability to contextualize exhibitions through written texts and tours
- Experience publishing in print and/or online
- Excellent communication and accuracy in written communication
- Good negotiation skills and the ability to handle sensitive situations with diplomacy
- Comfortability in engaging with all Shed stakeholders, from visitors to Board members

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

Application Process

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

Please note: The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.