

## **The Menil Collection Employment Opportunity**

**Title:** *Curatorial Assistant*

**Department:** Curatorial Department

**Reports to:** Curator of Collections

### **General Responsibilities**

The Curatorial Assistant provides administrative and research support to the Curator of Collections and members of the Senior Curatorial Department.

The role of Curatorial Assistant is a three-year appointment which may be extended beyond its initial ending date.

### **Specific Duties**

1. Assist and support the Curator of Collections and Curatorial Department in research related to the collection and to specific exhibitions.
2. Prepare and disseminate curatorial reports, budget templates, and correspondence.
3. Work cooperatively with other departments including, but not limited to, Advancement, Publications, and Conservation, to provide exhibition descriptions, essays, and other materials.
4. Research and catalog the Museum permanent collection and archives as they relate to installation and exhibition development and answer related inquiries.
5. Assist in research and preparation for potential acquisitions for the collection, including biographical and bibliographical research; maintain files, and communicate with dealers, galleries, collectors, and artists, as necessary.
6. Assist in the maintenance of the collection and loans, and expedite arrangements for custodial, registration, conservation, and preparation work as required in the gallery, study, and storage areas.
7. Assist senior curators with all aspects of exhibition research, planning, organization, and realization.
8. Write, edit, and assist in the production of Museum publications and other public-facing materials, including exhibition labels and online features.
9. Perform exhibition support functions, including bibliographic and checklist research, loan correspondence, publication research and production, website development, and public program planning.
10. Function as a liaison with outside persons and organizations, and with other departments within the Museum.
11. Answer inquiries and conduct some gallery tours as necessary for visitors and special guests.

## **Qualifications**

1. Minimum qualifications: master's degree in art, art history, or museum studies. Area of concentration in the arts of the ancient Mediterranean (Greek, Roman, Etruscan, Near East) or pre-18th-century European art.
2. Minimum of 2 years of museum experience.
3. Proficient in Microsoft Office (Word, Excel, and PowerPoint).
4. Excellent organizational skills, attention to detail.
5. Superior research, writing, and editing skills.
6. Ability to prioritize and independently manage workload.
7. Motivated self-starter.
8. Professional appearance and demeanor.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and writing sample (not to exceed 2,500 words) to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: [smmaloch@menil.org](mailto:smmaloch@menil.org).