



Institute of
Contemporary Art,
Los Angeles

Job Title: Curatorial Assistant
Department: Curatorial/Exhibitions
Reports to: Curator

Summary Job Description: The Curatorial Assistant provides administrative and research support for the Curator (and Executive Director, as needed) and facilitates the production of all Museum exhibitions and exhibition-related programs. The Curatorial Assistant works on all elements of exhibition planning and delivery including coordinating exhibition schedules, loan requests, budgets, artist site visits, as well as installation execution. This is currently a part-time (24 hours/week), hourly position.

Responsibilities:

- Coordinates curatorial meetings, manages the Curator's correspondence and scheduling, and prepares presentations related presentations to inter-departmental staff and key stakeholders.
- Composes, distributes, and collects loans agreements, checklists, timelines, and all other materials to produce exhibitions in conjunction with the Curator, and other Exhibitions personnel as directed.
- Manages exhibition and special project budgets with the Curator.
- Manages the institution's exhibition archives and working exhibition files.
- Contribute scholarly research to exhibitions including but not restricted to the drafting of exhibition texts and exhibition catalog research.
- Give tours of ICA LA exhibitions to both the public and ICA LA stakeholders
- Manages workflow between Curator and external vendors and contractors
- Aids in the production of advancement materials as they relate to exhibition funding.
- Supervises the institution's curatorial interns and Getty summer interns.
- Manages artist submissions and exhibition proposals, digital and physical.
- Organizes, coordinates, researches, writes, edits, proofs, and coalesces written materials for exhibition catalogs
- Manages the exhibition calendar
- Coordinate travel for Curator and ICA LA guests
- Ensure reconciliation of credit card receipts and invoice payments for the Curator
- Aids the Communication Department in crafting language to promote exhibitions.

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- Assists the registrar in coordination of loans, details for traveling exhibitions, and installation needs, as directed.
- Coordinates studio visits and appointments with artists and Curator.
- Maintain an active knowledge of contemporary art through ongoing research and artist studio visits.

Desired qualifications:

- Degree in Art History, Art, Curatorial Studies, or Museum Studies, or equivalent degree; two years of museum experience and/or research position at college or university level
- Must demonstrate initiative and the ability to multi-task and work independently with a minimum of supervision to develop solutions to assigned tasks.
- Demonstrated interest in global contemporary art
- Proficiency in Microsoft Office; working knowledge of Adobe Creative Suite (including Acrobat) programs highly desired
- Spanish fluency desired, but not necessary
- Proficiency in The Museum Systems, Filemaker, or other database management system

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