

The Menil Collection Position Description

Title:	Curatorial Assistant
Department:	Menil Drawing Institute (MDI), Curatorial
Reports to:	Chief Curator, MDI
Status:	Full-time; exempt from overtime

General Responsibilities

The Curatorial Assistant is an important member of the Curatorial team at the Menil Drawing Institute. The position serves as both a facilitator and an ambassador, making the Menil's collection of drawings known and accessible to students, scholars, artists, and the general public, who visit the MDI study room. The Curatorial Assistant is tasked with coordinating scholarly events at the MDI, contributing to research on the permanent collection, and assisting MDI curators with research. Close collaboration and good communication with the museum's many departments, including Curatorial, Conservation, Collection Management, Public Programs, Communications, and Advancement, is essential.

Specific Duties

1. Work with the public and MDI staff to manage and promote group and individual appointments to the MDI Study Room.
2. Prepare object lists ahead of appointments and advise visitors on how to identify works in the collection relevant to their area of interest or study.
3. Collaborate with the MDI preparator to coordinate the display of artworks in the Study Room ahead of appointments, handle the drawings as needed during the study session, and then ensure that works are returned to storage before the end of the day.
4. Serve as a proctor during visits to the Study Room and adjacent Seminar Room, and coordinate special viewing of drawings in the Paper Conservation Studio as needed.
5. Document and track appointments and works viewed using the museum's collection management system (TMS) according to established procedures.
6. Collaborate with Collection Management Department on institution-wide collection access, policies, and procedures as needed.
7. Work with MDI curators and conservators on academic outreach and cultivate relationships with local high school teachers, academics, and national and international scholars in the field.
8. Coordinate all Study Room events and serve as lead coordinator for MDI study days, symposia, and conferences.
9. Conduct research on the permanent collection, as requested.
10. As time allows, provide research assistance for MDI installations and exhibitions.

Qualifications

1. Bachelor's degree in art history required; MA preferred.
2. Fine art-historical research skills.

3. Passion for the graphic arts.
4. Previous study room and art-handling experience.
5. Knowledge of standard museum collection management system, The Museum System (TMS) preferred.
6. Advanced knowledge and recent experience using Microsoft Suite: Word, Outlook, Excel, PowerPoint, FileMaker, and other standard office skills, procedures, and equipment.
7. Excellent organizational skills with keen attention to detail.
8. Adherence to deadlines and strong follow-through.
9. Flexibility in meeting shifting demands and priorities.
10. Ability to work simultaneously on multiple projects in a fast-paced work environment.
11. Excellent written and oral communication skills.
12. Strong interpersonal skills.
13. Motivation to function in a team and service-orientated environment.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.