

The Menil Collection Employment Opportunity

Title: *Curatorial Assistant, Modern and Contemporary Art*

Department: Curatorial Department

Reports to: Senior Curator

Status: Full-time, exempt from overtime

General Responsibilities

The Curatorial Assistant, Modern and Contemporary Art, provides research and exhibition support to the Senior Curator.

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

Specific Duties

1. Assist and support the Senior Curator with research related to the modern and contemporary collection and specific exhibitions.
2. Work cooperatively with other departments, including, but not limited to, development, publications, advancement, and conservation, to provide exhibition descriptions, essays, and other materials.
3. Research and catalog the Museum collection.
4. Assist in research and preparation for potential acquisitions for the collection, including biographical and bibliographical research, maintains files, and communicate with dealers, galleries, collectors, and artists.
5. Assist in maintaining the collection and loans and expediting arrangements for registration, conservation, and preparation work as required in the gallery, study, and storage areas.
6. Assist Senior Curator with all aspects of exhibition research, planning, organization, and realization.
7. Write, edit, and assist in producing Museum publications and exhibition-related materials, including gallery guides and extended object labels.
8. Perform exhibition support functions, including bibliographic and checklist research, loan correspondence, publication research and production, website development, and public program planning.
9. Function as a liaison with outside persons and organizations and other departments within the Museum.
10. Answer inquiries and conducts gallery tours for visitors, patrons, member groups, etc.

Qualifications

1. Master's degree in art, art history, or museum studies with demonstrated scholarship in Modern and Contemporary Art.
2. Minimum two years experience working in a museum.
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.

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. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

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.