

The Menil Collection Employment Opportunity

Title: *Administrative Associate, Curatorial Department*

Department: Curatorial Department

Reports to: Senior Curator

General Responsibilities

The Administrative Associate, Curatorial Department provides administrative support to the Senior Curator of the Menil Collection, assisting with the coordination of exhibitions, curatorial projects, acquisition committees and publications. The position also manages the curatorial department offices and meeting schedules.

The role of Administrative Associate, Curatorial Department is a two-year appointment which may be extended beyond its initial ending date.

Specific Duties

1. Assist and support the Senior Curator through basic administrative tasks: word processing, filing, expense reports, presentation preparation, photocopying, managing incoming/outgoing mail, invoicing, and general office tasks.
2. Assist the Senior Curator with all aspects of exhibition administration including correspondence, exhibition labels, travel arrangements, database and checklist development, image management for publications, and invitation lists for special events and openings.
3. Proofread and provide basic editing support for articles, essays, gallery guides, wall labels, and publications, as needed.
4. Manage preparations for Collections Committee Meetings, including agendas, minutes, loan correspondence and presentations.
5. Coordinate department meetings.
6. Assist with the administration of internship program.
7. Manage curatorial offices, including office supplies, furniture, etc.

Qualifications

1. Bachelor's degree with administrative experience, preferably in a cultural institution.
2. Excellent written and verbal communication skills.
3. Excellent organization skills and the ability to prioritize multiple tasks and meet deadlines, work independently, and be a dependable team player.
4. Ability to maintain confidentiality and discretion as well as interact with colleagues and constituents at all levels.

5. Excellent computer skills including Outlook and PowerPoint. Experience using TMS (The Museum System) a plus.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.