



Institute of
Contemporary Art,
Los Angeles

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

Summary Job Description: The Curatorial Assistant provides administrative and research support for the Senior 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.

Primary Responsibilities:

- Coordinates meetings, manages the Senior Curator's correspondence and scheduling, and prepares presentations to key stakeholders.
- Prepares and circulates loans requests, exhibition checklists, timelines, and all other materials related to exhibition production, in conjunction with Exhibitions personnel as directed.
- Manages exhibition and special project budgets and schedules with the Senior Curator.
- Maintains the institution's physical and digital 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.
- Assembles and maintains artist research files for Senior Curator.
- Give tours of ICA LA exhibitions to both the public and ICA LA stakeholders as needed.
- Manages workflow between Senior Curator and external vendors and contractors, including guest curators, editors, designers, and photographers.
- Assists the Senior Curator, Registrar, and Production Manager in coordination of loans, details for traveling exhibitions, exhibition production, and installation needs, as directed.
- Coordinates materials for exhibition catalogs and liaises with writers, editors, and designers.
- Coordinate travel for Senior Curator and ICA LA guests.
- Ensures reconciliation of credit card receipts and invoice payments for exhibitions-related expenses.
- Coordinates studio visits and appointments with artists and Senior Curator.
- Maintain an active knowledge of contemporary art through ongoing research and artist studio visits.

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Additional Responsibilities

- Supervises the institution's seasonal curatorial interns
- Manages the review of digital and physical artist submissions and exhibition proposals.
- Aids in the production of materials for grants and other funding opportunities for exhibitions.
- Assists the Communications Department in crafting language to promote exhibitions for different contexts, including social media.
- Attends and assists in preparation for fundraising and museum-wide events, as needed.
- Works in close collaboration with other ICA LA staff.

Desired qualifications:

- BA 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 required.
- Excellent, thorough writing, research, and communication ability required. Editing or proofreading experience a plus.
- Must demonstrate initiative, keen attention to detail, ability to multitask and work independently with a minimum of supervision to develop solutions to assigned tasks.
- Ability to function as Senior Curator's proxy, as needed.
- Experience with exhibition production and registration highly desired, but not required.
- Demonstrated interest in global contemporary art and visual culture
- Proficiency in Microsoft Office Suite; working knowledge of Adobe Creative Suite (including Acrobat and Photoshop) programs highly desired.
- Proficiency in The Museum Systems, Filemaker, or other database management system.
- Fluency in Spanish desired, but not required.

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