



**Institute of Contemporary Art Los Angeles (ICA LA)
Curatorial Assistant**

Department: Curatorial
Reports to: Senior Curator
Status: Part-time (60%)
Salary: \$25/hr

Overview

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.

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.
- Contributes scholarly research to exhibitions, including but not limited to the drafting of exhibition texts and exhibition catalogue research.
- Assembles and maintains artist research files for Senior Curator.
- Gives 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 Exhibitions Manager in coordination of loans, details for traveling exhibitions, exhibition production, and installation needs, as directed.
- Coordinates materials for exhibition catalogues 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.
- Maintains an active knowledge of contemporary art through ongoing research and artist studio visits.

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.

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.
- Excellent writing, research, and communication skills. 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 implement wide-ranging 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.
- Bilingual in English and Spanish (or another language) a plus.
- Ability to work flexible hours including evenings, weekends, and holidays.

EEO Statement

ICA LA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

About ICA LA

The Institute of Contemporary Art, Los Angeles (ICA LA) is an epicenter of artistic experimentation and incubator of new ideas.

Founded in 1984 as the Santa Monica Museum of Art (SMMoA) and reestablished in 2017 with a new identity and home in Downtown Los Angeles, ICA LA builds upon a distinguished history of bold curatorial vision and innovative programming to illuminate the important untold stories and emerging voices in contemporary art and culture. The museum's 12,700 square-foot renovated industrial building—designed by wHY Architecture under the leadership of Kulapat Yantrasast—features ample space for exhibitions, public programs, retail pop-ups, integrated offices, and special projects.

ICA LA's mission is to support art that sparks the pleasure of discovery and challenges the way we see and experience the world, ourselves, and each other. ICA LA is committed to upending hierarchies of race, class, gender, and culture. Through exhibitions, education programs, and community partnerships, ICA LA fosters critique of the familiar and empathy with the different.

ICA LA is committed to making contemporary art relevant and accessible for all. Admission is free.

To apply

Please send a cover letter, CV, with and at least two professional references, and writing samples to opportunities@theicala.org, including the name of the position in the subject line.

Please no calls or in-person unscheduled visits.