THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA

JOB DESCRIPTION

POSITION TITLE: ASSISTANT CURATORIAL/VISUAL LEARNING SPECIALIST
DEPARTMENT: CURATORIAL SERVICES
POSITION REPORTS TO: VICE PRESIDENT OF CURATORIAL SERVICES

POSITION SUMMARY:

The African American Museum in Philadelphia (AAMP) was founded in 1976 in celebration of the nation's Bicentennial, the is the first institution funded and built by a major municipality to preserve, interpret and exhibit the heritage of African Americans. AAMP has a Mission of bringing diverse communities together in greater appreciation of the Black experience through the combined narrative of art, culture and historical witness.

Reporting to Vice President of Curatorial Services, and serving as a vital member of the Curatorial Department, the Virtual Learning Specialist is responsible for supporting the potential of the African American Museum in Philadelphia’s (AAMP) collections and exhibitions as learning resources for visitors and the wider virtual community. With guidance from the VP of Curatorial Services, you will conceive of, curate, publish, and create viewer-centered content for a virtual exhibition of AAMP’s Pearl Bailey Collection in Spring 2024.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

• Process archival collections according to best practices and standards. This may include but is not limited to the following: inventorying, rehousing, sorting, arranging, and describing archival materials, both analog and digital.
• Create and update data in our archival collections management system to include folder level details and/or other contextual research.
• Provide records management advice and support.
• Maintain and expand the museum’s digital assets
• Assist with a range of internal and external reference requests.
• Maintain an engaging tone of voice for the institutional brand and platforms. Adapt academic content into fun, audience-focused messaging.
• Work with Marketing to create multiplatform digital marketing campaign.
• Produce relevant and timely digital content that is engaging to a wide range of audiences that mirror the city’s demographics.
• Assist with processing invoices, credit card allocations, and tracking budgets as related to duties.
• Perform other duties as requested.

QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

Education/ Experience Required:
• Bachelor’s Degree in Art or Art History. Master’s Degree desirable.
• 2+ years comprehensive administrative work experience.
• Museum or arts organization experience required.
Skills and Abilities Required:

• Ability to understand and learn the museum’s collection.
• Excellent organizational skills.
• Well-developed written and verbal communication skills. Demonstrated editing and proofreading skills.
• Strong attention to detail and accuracy.
• Computer proficiency with PC and Mac, and Microsoft Office Suite, including Excel and PowerPoint. Experience with collections databases (PastPerfect). Photoshop and InDesign desirable.
• Excellent interpersonal skills. Self-directed, ability to anticipate actions needed. Ability to juggle multiple tasks and meet demanding deadlines.
• Ability to exercise discretion and to be a team player in an active office environment.
• Successful experience monitoring budgets.

Physical Requirements & Working Conditions:

Must be able to remain in a standing or stationary position for extended periods of time. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs.

Employee Acknowledgement:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.

Expected hours: 37.5 per week.

Please send your resume, references and cover letter to hr@aampmuseum.org.

_________________________________________  __________________________
Employee Signature                          Date

__________________________________
Print Name