



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: CURATORIAL ASSISTANT
DEPARTMENT: CURATORIAL SERVICES & EXHIBITIONS
POSITION REPORTS TO: DIRECTOR OF CURATORIAL SERVICES

POSITION SUMMARY:

The Curatorial Assistant provides support to all day-to-day aspects of the Exhibitions Department, including assisting in the planning, development, research, care and implementation of collection exhibitions, touring exhibitions and/or curated exhibitions organized with incoming loans, or touring exhibitions. The Curatorial Assistant reports to the Director of Curatorial Services.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide support to the Exhibitions Department, from the research and development stage of a project through to its realization.
- Assist with Exhibition organization and administration.
- Work with the Museum's departments including Communications, Education, Development and Operations to secure a smooth flow of information.
- Maintain files and correspondence as well as archiving past exhibition files.
- Coordinate the transfer of exhibition information to the Education Department.
- Monitor and maintain budgets for specific exhibitions and exhibition printed matter. This includes obtaining estimates, processing invoices, maintaining digital and physical budget files and liaising with the Finance Department.
- Manage interns and other freelance employees as well as supporting the Educational Programming Manager by offering exhibition overviews and presentations where appropriate.
- Collections and Exhibitions Committee; prepare meeting materials; maintain notes and action items.
- Oversee the administration and transport arrangements for specific exhibitions on tour and act as courier for touring exhibitions when necessary.
- Work with artists and their representatives, arts institutions and funders.
- Issue contracts to partner organizations, artists, curators and authors in consultation with the Exhibitions Department.
- Arrange accommodation, travel and per diems for visiting artists, couriers etc.
- Assist the production of catalogues, copy-edit texts, research, request, store and return images and obtain copyright permissions for use in publications and communication materials, including website.
- Compile information for labels and text panels and prepare for fabrication, write interpretative material for the yearly guide, website and exhibitions where applicable.
- Compile exhibition guest lists in collaboration with Development and Communications.
- Manage exhibition checklists and contacts and/or databases.
- Deal with routine enquiries, maintain databases (Altru, FileMaker Pro and Excel) and process responses to exhibition proposals with other members of the exhibitions team.
- Assist with private tours and Museum events including speaking at events where appropriate.
- Work with the Collection Manager in the preparation of incoming/outgoing loan documentation, administer loan requests and ensure loan conditions are fulfilled.



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- Compile condition reports and receipts to museum standard, keeping records of movement and conditions of works and work with conservators and couriers when necessary.
- Organize exhibition related transport, which includes updating shipping lists, obtaining estimates of costs, and monitoring customs documentation, in communication with shippers and the exhibition Curator.
- Coordinate the insurance coverage for works of art.

QUALIFICATIONS, SKILLS AND ABILITIES:

Education/Experience Required:

- A degree in Art History, Africana Studies or related field; advanced degree in Museum Studies or related field and/ or equivalent experience is recommended.
- A minimum of three years' experience of arts administration, museum collection or curatorial work.
- Knowledge of standard collection museum policies and procedures for care and handling of art works, including condition reporting and packing procedures.
- Experience with print production and publishing in print and/or online.
- Experience working with artists.
- A good knowledge of contemporary artistic practices and debates.
- Commitment to the mission, values, and programs of the African American Museum in Philadelphia.

Skills & Abilities Required:

- Excellent writing, verbal, organizational and communication skills.
- Possess strong analytical, planning and problem solving skills.
- Detailed oriented.
- Strong Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook, etc.), Past Perfect and FileMaker Pro skills.
- Ability and willingness to develop an understanding of the Museum profession
- Excellent interpersonal skills and able to work well with others in a team setting
- Ability to work in non-profit environment; adhere to deadlines; demonstrate flexibility in meeting shifting demands and priorities.
- Ability to establish and manage effective working relationships with staff, volunteers, and members of the public; exercise tact and diplomacy at all times; demonstrate an understanding of protocol and sensitivity to cultural diversity issues.
- Ability to work some weekends and special event hours.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must be able to remain in a stationary position for extended periods of time operating a computer and other standard office devices such as a calculator, telephone, and copy machine. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends.

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