



Curatorial Assistant

Job Summary:

The Curatorial Assistant is a collaborative, adaptable, and detail-oriented professional with strong skills in organization, administration, research, and writing. A solid background in Modern and Contemporary art is essential. This role supports the Chief Curator at VBMA across a broad range of responsibilities, including the planning and execution of exhibitions, documentation of the permanent collection, and various curatorial and strategic initiatives.

Key duties include conducting object research, drafting and editing exhibition label copy, entering data into the collection database, coordinating rights and reproduction clearances, and preparing PowerPoint presentations for the Collections Committee and other meetings. Additionally, the Curatorial Assistant organizes, consolidates, and tracks both physical and digital files related to curatorial projects, including Athena Society acquisitions, prospective donations, artist inquiries, and exhibition checklists. The role also involves liaising with galleries and external contacts as needed, and providing administrative support to the Chief Curator, including calendar management. Strong communication skills and attention to detail are essential for success in this position.

Education and Experience:

- Bachelor's degree in art history or a related field required; Master's degree in art history, Arts Administration, or Curatorial Studies preferred
- Minimum of two years of relevant experience, preferably in a museum or curatorial setting (fellowships and internships may count)
- Demonstrated experience with published writing in the arts (e.g., peer-reviewed journals, exhibition texts, art criticism)

Qualifications:

- Knowledgeable in Modern and Contemporary art
- Ability to conduct, analyze, and organize primary and secondary research
- Excellent verbal and written communication skills
- Ability to write clearly and effectively for public audiences while aligning with the museum's voice and mission
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) and standard office procedures
- Basic knowledge of Adobe Creative Suite, particularly Illustrator and Photoshop
- Ability to manage multiple projects simultaneously and meet deadlines
- Comfortable working independently and collaboratively across departments
- Professional demeanor with strong interpersonal and diplomatic skills
- Confident in public speaking, including leading exhibition tours and engaging general audiences
- Discretion in handling confidential information

Responsibilities:

Research & Collection Support:

- Conduct research on potential acquisitions, permanent collection, and loaned works
- Respond to external inquiries and track prospective donations
- Support the development of interpretive materials, exhibition catalogs, and occasionally lead tours of exhibitions to small groups

Exhibition Planning & Coordination:

- Assist with exhibition planning and execution, including checklist preparation and database maintenance
- Draft, edit, and verify accurate object information for labels and related materials
- Manage loan correspondence, exhibition timelines, and contact lists
- Coordinate procurement of high-resolution images, and oversee rights, clearances, licensing, and crediting
- Liaise with artists, galleries, institutions, collectors, and lenders

Administrative Support:

- Provide administrative support to the Chief Curator, including calendar management, meeting scheduling, and invoice processing
- Draft speaker agreements for Athena Cocktails and Conversations events and exhibition openings
- Organize and track physical and digital files related to curatorial projects
- Supervise and assist curatorial interns as assigned
- Attend staff meetings and occasional special events (including some outside regular business hours)
- Prepare PowerPoint presentations for the Chief Curator to use in meetings, including those with the Collections Committee and Board of Trustees.
- Produce and maintain documentation for exhibition archives and collection records
- Assist with documentation and research in support of grant proposals and fundraising initiatives.
- Occasional travel may be required to conduct research, attend meetings, or support exhibitions
- Undertake special projects and other duties as assigned

Benefits:

- Vacation time
- Sick time
- Float Days
- Holiday Pay
- Free Museum Membership
- Medical
- Dental
- Vision
- Voluntary Life
- 403b with Match

Pay:

\$22.00 per hour

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If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at delliott@vbmuseum.org