

Position Available

Title: Assistant Curator, Latin American and Latino Art
Reports To: The Wortham Curator of Latin American Art and Director, International Center for the Arts of the Americas
Pay Type: Full-Time, Regular, Exempt, 35 hrs/week
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Beck Building, a non-smoking facility

Responsibilities:

This position reports to the Wortham Curator of Latin American Art and encompasses the full scope of activities, function, and special projects of the Department of Latin American Art. These include: permanent collection, accessions, exhibitions, research and interpretation, fundraising and activities of departmental support group.

Permanent Collection

- Responsible for preparing agenda and supporting materials for monthly sub-committee meetings. These responsibilities include: reviewing and correcting minutes of previous meeting before submitting them to the Curator's and committee's approval; updating accessions wish list; research and writing (with Curatorial Assistant) texts about objects being considered for acquisition; preparing Power Point presentations of objects for the consideration of the committee; formally presenting works to the committee, as needed; reporting on the activities and program of the Latin Maecenas and/or other department related business, as needed
- Participates in monthly curatorial and Collections Committee meetings; attends Exhibition Committee meetings when necessary; reports on business pertaining to Latin American department, as needed
- Participates in Caribbean Art Fund quarterly committee meetings; researches artists and works for the consideration of this committee
- Participates in curatorial planning meetings for the installation of the collection in a new building dedicated to 20th century and contemporary art; researches and provides materials as needed
- Recommends works for acquisition to the Curator and acts as liaison with artists, galleries, lenders, and donors
- Researches potential acquisitions and prepares accession forms and relevant paperwork
- On-going collection research and updating of information (with Curatorial Assistant) in object files and TMS
- Researches and writes label copy for works on display, as needed
- Coordinates (with Education Department) formal and informal talks on artists and works in the collection
- Answers inquiries regarding permanent collection works, specific artists or Latin American art in general

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Exhibitions

- Contributes to the conception, organization, budgeting, planning, and installation of both in-house and temporary exhibitions
- Organizes thematic or in-house exhibitions when conditions allow
- Researches, writes, and assists with the production of catalogues, books, exhibition brochures, articles, and other curatorial publications (in coordination with the Publications Department)
- Maintains exhibition files; assembles, and updates exhibition checklists, as needed
- Serves as liaison between Department and lenders, as needed
- Submits photography requests and supervises all aspects of exhibition-related photography; provides Registrar's office with information on loan requests
- Prepares exhibition summaries for museum approval process and attends exhibitions planning meetings; gathers materials and prepares exhibition packets for potential venues
- Provides PR and Marketing Department information on artists and works in in-house or temporary exhibitions; reviews copy and obtains images for publicity
- Provides information on artists and works in in-house or temporary exhibitions to Development Department for grant-writing purposes
- Works with education department and/or community groups on related programming
- Leads tours and informal talks on exhibitions

Departmental fundraising duties

- Organizes and coordinates (with Latin Maecenas Chairs and Development Department) guest speaker lectures, collection visits, events, dinners, and trips (national and international) for Latin Maecenas, the Latin American Art Department's patrons support group; travels with the group when needed.
 - Maintains and distributes bi-annual events calendar and Newsletter for Latin Maecenas
 - Works with Curator of Latin American Art and Latin Maecenas chairs to secure new group members
 - Maintains Latin Maecenas database in coordination with Development department
 - Working with Curator and Gala auction committee, manages, coordinates, and negotiates consignment and gift agreements for auction items with artists, dealers, and private collections with the assistance of the Registrar's department
 - Works with Curatorial Assistant and departmental team in the coordination, writing, securing of images and editing of Latin American Gala auction catalog
- Contributes to team-based organization, planning, and installation of live and silent auction preview exhibition for potential buyers

Other departmental duties

- Supervises volunteers and interns
- Is encouraged to pursue personal research projects and publish articles in non-museum publications as well as participate in ICAA initiatives
- Writes articles for MFAH today and other promotional or didactic venues
- Attends national or international symposia on behalf of the Latin American department
- Represents Latin American department and its activities in Public Relations coordinated interviews in television, radio, and newspaper, both nationally and internationally, when needed
- Escorts visiting scholars and dignitaries through the collection and offers informal talks

Skills, Knowledge and Abilities:

- In-depth knowledge of Latin American art history from 1900 to the present
- Broad knowledge of twentieth century and contemporary art
- Film and photography background also desirable

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- Sophisticated research and writing skills
- Attention to detail, good organization skills, computer/word processing experience required (PC Word, Power Point, Excel, and TMS)
- Capable of setting priorities and working with minimal supervision
- Strong interpersonal skills and ability to work with various departments of the museum essential
- Proficiency in both Spanish and English is a requirement; proficiency in Portuguese is desirable
- An enthusiasm for the museum profession, the ability to work collaboratively, and to approach a broad range of tasks with a positive outlook

Education and Experience:

- Minimum of M.A. in Art History or Curatorial Studies, with strong emphasis on Modern and Contemporary Latin American art; A.B.D. or Ph.D. desirable
- At least 3 years of museum or curatorial experience required

How to Apply:

Send resume to Human Resources, Job17-076CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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