

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Curatorial Assistant, Modern & Contemporary Art
Reports To:	Isabel Brown Wilson Curator, Department of Modern and Contemporary
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Beck Building, non-smoking facility

Responsibilities:

- Assists Curator of Modern & Contemporary Art and Assistant Curator of Modern & Contemporary Art and acts as the department's chief liaison across the museum campus. The scope of the position reflects all departmental activities related to collections and exhibitions.
- Specific duties regarding the collection will include coordination of major reinstallation of permanent collection for the opening of a new building on the museum's campus in 2020. Additional collection responsibilities include research and documentation of collection holdings and in support of new acquisitions: maintaining and creating collection files within the department and in TMS (the museum's universal database).
- Duties related to special exhibitions will include catalogue research, writing, editing, and proofreading; preparation of loan forms and exhibition checklists; installation planning and coordination of interdepartmental work orders; preparation and distribution of didactic materials; label production and installation.
- Additional duties will also include assisting in the coordination of the *contemporary@mfa* and the African American Art Advisory Association patron groups; assisting both the general and scholarly public requiring information on or access to the museum's collection; and occasional public lectures and museum tours
- Establishing and maintaining contacts within the active arts community in Houston, nationally, and abroad, and staying current with new scholarship are also high priorities.

Skills, Knowledge and Abilities:

- A thorough grounding in 20th-Century art history and critical writing, and a general knowledge of contemporary art.
- Sophisticated and lucid research, writing, proof-reading, and communication skills are essential.

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- Excellent organizational skills and computer experience (PC word processing, PowerPoint, and database).
- Experience with cataloging objects and data entry in collection management database
- In addition to English, a second language is required.
- An enthusiasm for the museum profession, the ability to work collaboratively, and to approach a broad range of tasks with a positive outlook.
- An ability to work effectively under pressure and meet deadlines. Prioritize tasks and organize multiple activities, as well as support and guide the activities of staff members around a common project.

Education and Experience:

- M.A. or equivalent in Art History is required.
- A minimum of one-year's experience in curatorial or related museum work required.

How to Apply:

Send resume to Human Resources, Job 19-185CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org