

# MFA *The Museum of Fine Arts, Houston*

## **Position Available**

Title:	Curatorial Assistant, Photography
Reports To:	Gus and Lyndall Wortham Curator, Department of Photography
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, a non-smoking facility

Reporting to the Gus and Lyndall Wortham Curator of Photography, the Curatorial Assistant plays an active role in all activities of the Department of Photography including exhibitions, installations, acquisitions, donor relations, public presentations, and interaction with other departments throughout the museum. The Curatorial Assistant's responsibilities include research, writing, and logistical coordination for a variety of projects related the museum's world-class collection of photography, which numbers more than 30,000 items spanning the history of the medium.

### **Responsibilities:**

#### *Exhibitions:*

- Work with photography curators on all exhibitions at the museum (both permanent collection installations and special exhibitions.)
- Coordinate department exhibitions schedule with Exhibitions Department.
- Assist curators with the selection and layout of works and maintain and distribute updated checklists.
- Assist curators with research and work with Collection Cataloguer to ensure that collection database records and files are up to date.
- For special exhibitions, work with curators and registrars to prepare loan forms.
- For exhibitions with a catalogue, coordinate with Publications and prepare biographies, bibliographies, checklist, chronology, and additional content as needed.
- Assist the curators with writing and proofing of wall texts and label copy; hang exhibition labels during installation.
- Coordinate logistical aspects of exhibitions and installations with various departments including Conservation, Imaging, Matting and Framing, Graphics, Registration, Design and Production, Preparations, AV, Lighting, and Marketing.
- Schedule installation photography of all exhibitions.
- Provide tours and docent training for exhibitions and coordinate with Learning & Interpretation as needed.
- Propose and organize collection installations and exhibitions with approval and oversight of the department head.
- Other duties as assigned.

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## *Collection:*

- Write gift and purchase paperwork for objects considered for acquisition, as assigned.
- Work with Collection Cataloguer on establishing and maintaining collection files.
- Liaison with artists, galleries, lenders, and donors relative to acquisitions and collection research for exhibitions.
- Field general inquiries about the collection and department activities.
- Assist other departments with photography-related questions for their exhibitions and acquisitions.
- Assist curators and Administrative Assistant with events for the department's patron group, Photo Forum.
- Work with curators and Collection Cataloguer on deaccessions.
- Other duties as assigned.

## **Skills, Knowledge and Abilities**

- Broad knowledge of art history, with specialized knowledge of the history of photography and of photographic techniques.
- Advanced research skills and clear, lucid writing style.
- Ability to learn collection storage system and to lift boxes weighing up to 25 pounds.
- Strong organizational skills and rigorous attention to detail, with ability to consistently meet deadlines while working on multiple projects.
- Advanced computer skills and ability to learn the Museum's collection database system (TMS).
- Foreign language skills preferred.

## **Education and Experience**

- M.A. in Art History or related field required.
- Previous museum experience.

## **How to Apply:**

Send resume to Human Resources, Job-18-051CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: [jobs@mfah.org](mailto:jobs@mfah.org).