

## **Position Available**

Title:	Curatorial Assistant, Art of the Islamic Worlds
Reports To:	Curator, Art of the Islamic Worlds
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

### **Responsibilities:**

- Provides curatorial assistance to Curator of Art of the Islamic Worlds
- Collection management: on-going collection research; research of new acquisition proposals; creation and maintenance of collection files
- Exhibition and catalogue project: research and documentation of objects; creation and maintenance of checklists; interdepartmental coordination (Registrar, Conservation, Photography, etc.)
- Schedules and coordinates permanent collection rotations, including research and label-writing
- Coordinates travel arrangements for visiting speakers, artists, collectors
- Assists with research and writing grant proposals
- Performs other duties as necessary to support the curator with correspondence, reports, scholarly articles, lectures, catalogue manuscripts, collection-based support and general office responsibilities
- Library: works with Library staff to create library checklist of books needed for department library; checks out books from Library for curator

### **Skills, Knowledge and Abilities:**

- Broad knowledge of art history, particularly of Islamic art
- Sophisticated research and writing skills essential
- Writing sample required
- Excellent organizational and computer skills, including Microsoft Office, TMS (The Museum System)
- Strong verbal and written communication skills
- Foreign language skills: Persian, preferred, or Arabic

### **Education and Experience:**

- Minimum of BA in Art History required
- MA or PhD in Art History with emphasis on Islamic Art, preferred
- Minimum of 3 years of museum experience in a curatorial or research area desirable

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# MFA *The Museum of Fine Arts, Houston*

**How to Apply:**

Send resume to Human Resources, Job 17-148CUR, P.O. Box 6826, Houston TX 77265-6826;  
Fax 713-639-7597 or email: [jobs@mfah.org](mailto:jobs@mfah.org) or apply at <http://mfah.org/about/careers>

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