Position Available

Title: Post-Graduate Fellow, 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; This Fellowship is from September 2017-July, 1 2018
Work Location: Beck Building, a non-smoking facility

Responsibilities:
• Provides curatorial assistance to Curator, Art of the Islamic Worlds
• Collection management: on-going collection research; research of new acquisition proposals; creation and maintenance of collection files; label writing
• Exhibition and catalogue projects: research and documentation; creation and maintenance of checklists
• Performs other duties as necessary to support the curator with reports, scholarly articles, lectures, catalogue manuscripts, collection-based support and general office responsibilities
• 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
• Some museum experience and a demonstrated interest in developing a career in museum work

How to Apply:
Send resume to Human Resources, Job-18-042CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at http://mfah.org/about/careers/.