

MFA **H** *The Museum of Fine Arts, Houston*

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.