

# MFA *The Museum of Fine Arts, Houston*

## **Position Available**

Title:	Curatorial Assistant, Prints and Drawings
Reports To:	Associate Curator, Prints and Drawings
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:**

- Assists Curator in any/all of the department's varied activities including but not limited to the care of the collection, exhibitions, acquisitions, publications, patron group, and any other projects
- Prepares PowerPoint presentations for monthly subcommittee meetings (September through June)
- Primary duties include on-going research of works in the collection (ranging from art historical to conservation issues); maintaining collection files; liaising with and disseminating information to other departments; writing catalogue; didactic, and label copy; tracking interdepartmental needs and responsibilities for collection rotations, in-focus exhibitions, and special exhibitions
- Additional duties include research of new acquisition proposals and special exhibitions
- Assists manager of Works on Paper Study Center; assists scholars and actively lead discussions for school groups during appointments
- Supervises department's interns and volunteers
- General duties include proofreading, distributing and updating collection and/or exhibitions lists, preparing loan letters, coordinating photography and instructions for framing permanent collection
- Digital content manager for department's webpage
- Assist with cataloguing department's collection and maintaining data standards in TMS

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

- Broad knowledge of art history, with an interest in Modern and Contemporary Art
- Thorough knowledge of printmaking and drawing techniques
- Experience with cataloging objects and data entry in collection management database
- Advanced research skills and clear, lucid writing style
- Ability to learn collection storage system and be able to lift boxes weighing up to 25 pounds
- Strong organizational and computer skills
- Experience with collection management database TMS or similar program preferred
- Reading knowledge of 1 or more foreign languages

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## **Education and Experience:**

- M.A. in Art History required
- Previous museum experience, minimum 2 years

## **How to Apply:**

Send resume to Human Resources, 17-171CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: [jobs@mfah.org](mailto:jobs@mfah.org).