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
MFA The Museum of Fine Arts, Houston

Education and Experience:
- M.A. in Art History required
- Previous museum experience, minimum 2 years

How to Apply:
Send resume to Human Resources, 20-087CUR, email: jobs@mfah.org or apply at http://mfah.org/about/careers

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