

MFAH *The Museum of Fine Arts, Houston*

Position Available

Title:	Curatorial Assistant, Decorative Arts, Craft & Design
Reports To:	Sara and Bill Morgan Curator, Department of Decorative Arts
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, non-smoking facility

Responsibilities:

The Curatorial Assistant position reflects the activities, exhibitions, publications, and special projects of the department of Decorative Arts, Craft, and Design which covers material from 1875 to the present.

- Conducts original research on collection and maintains departmental research and artist files
- Researches possible acquisitions including provenance, exhibition history, and market prices
- Assists with exhibition and permanent collection rotation preparation including researching artists, designers, and objects; creating and maintaining checklists and research files; catalogue organization; writing label copy, and installation
- Serves as content manager for the departments' presence on the MFAH website
- Works with registrar's office on collection documentation, photography, and shipping
- Works with department curators and Learning and Interpretation Department on exhibition and gallery interpretation and education programs
- Works with conservators on collection assessment
- Assists with departmental meetings with trustees and advisory committees
- Assists with activities of the departmental support group, The Design Council, including attending events and promoting membership in the group
- Conducts tours of exhibitions and collection
- Supervises interns
- Performs other duties as necessary

Skills, Knowledge and Abilities:

- Candidate should have strong research, computer (Word, Access, Excel), editorial, and organizational skills
- Attention to detail and the ability to work both independently and in a team desirable
- Strong interpersonal skills required

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/>.

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Education and Experience:

- M.A. in Decorative Arts or Art History with a general knowledge of historical decorative arts but a focus on post-1900 decorative arts and design is preferred
- One-year museum curatorial experience preferred
- Foreign language skills desirable

How to Apply:

Send resume to Human Resources, Job 19-057CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org