



## **Marsted Curatorial Fellow for Contemporary Art**

- REPORTS TO:** The Emily Hall Tremaine Curator of Contemporary Art
- HOURS OF WORK:** Full-time, 5 days per week, 7 hours per day
- WORK LOCATION:** This position will conduct their work from the museum's office. Virtual work arrangements are not compatible with this role.
- DURATION:** Twelve months, commencing with start date.

### **ESSENTIAL RESPONSIBILITIES:**

Support the Department of Contemporary Art with research and planning for special exhibitions, MATRIX exhibitions, permanent collection installations, and acquisitions and donations. Responsibilities may include: researching individual works of art and artists in the collection as well as potential acquisitions; maintaining and updating exhibition files and checklists to be used by Curatorial, Registration, Museum Design, Public Relations/Marketing, and Education Departments; conduct research on artworks under consideration for loan; coordinate photography and framing of collection and non-collection artworks; create PowerPoint presentations for internal use; assist in the development of texts and labels for the exhibitions. Attend and participate in offsite collection, gallery, and studio visits as well as departmental meetings as requested

### **MINIMUM QUALIFICATIONS:**

- Master's degree, ABD, or Ph.D. in art history or other humanities fields; post-war and contemporary art, African American studies, gender studies, or American studies preferred.
- Prior art museum experience preferred.

### **SKILLS AND ABILITIES:**

- Excellent organization skills and research skills with libraries, archives, and online databases
- Strong phone skills
- Strong writing skills and capacity to write for various audiences
- Strong interpersonal skills and ability to work independently and with diverse personalities in cross-departmental teams
- Flexible, responsive, and dependable
- Excellent command of the English language; effective communicator, both verbal and written
- Computer proficiency with PC and Mac. Knowledge of MS Word, Excel, and Powerpoint a must. Experience with Argus collection databases desirable.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those a fellow encounters while performing the essential functions of the role: While performing the duties of this job, the fellow is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and other electronic means. Employee is required to move about their work area, and between galleries, ascend and descend stairs, and sit and stand for extended periods of time. The employee is occasionally required to lift, drag, and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe, and assess.

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by The Marsted Curatorial Fellow for Contemporary Art. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## **HOW TO APPLY**

We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter (noting the reason for your interest) plus your CV to: [staffing.curatorial@thewadsworth.org](mailto:staffing.curatorial@thewadsworth.org) Submissions will be evaluated as received and the position application deadline is May 14, 2021.