



**Marsted Curatorial Fellow for Contemporary Art**

<b>DURATION:</b> Two year, full time salary position with Benefits commencing with start date (continuation into second year subject to performance review before the end of first year).	<b>Reports to:</b> The Emily Hall Tremaine Curator of Contemporary Art	Direct Reports: None	
<b>Type:</b> Full-time, 5 days per week, 7 hours per day	<b>FLSA:</b> Exempt	Date: Sept 2021	Rev. Date:

**ESSENTIAL RESPONSIBILITIES:**

Support the Department of Contemporary Art with research into the permanent collection, installations of the collection, and supporting acquisitions and donations as well as planning for a dynamic program of special exhibitions, including the Wadsworth’s signature MATRIX exhibitions. Responsibilities may include: researching individual works of art and artists in the collection as well as exploring potential acquisitions; maintaining and updating exhibition files and checklists to be used by Curatorial, Registration, Museum Design, Public Relations/Marketing, and Education Departments; proposing temporary exhibitions and supporting current exhibition projects; conducting research on artworks under consideration for loan; coordinate photography and framing of collection and non-collection artworks; creating PowerPoint presentations for internal use; and assisting in the development of texts and labels for the exhibitions. The Marsted Fellow will also 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 a related humanities discipline; 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 communication skills, both verbal and written
- Strong capacity to write texts for various audiences
- Strong interpersonal skills and ability to work independently and with diverse personalities in cross-departmental teams
- Flexible, responsive, and dependable work style
- Computer proficiency with standard operating systems. Knowledge of MS Word, Excel, and Powerpoint a must. Experience with Argus or other collection management databases desirable.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those a fellow will encounter 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). If you have interest in a position, it is highly recommended that you apply as soon as possible upon seeing the announcement as this position is "Open until Filled" and the vacancy may close without notice.