

**Hartford Healthcare Curatorial Fellowship  
Position Description**

|                  |                           |                      |            |
|------------------|---------------------------|----------------------|------------|
| Dept: Curatorial | Reports to: Chief Curator | Direct Reports: None |            |
| Type: Full-Time  | FLSA: Non-Exempt          | Date: March 2022     | Rev. Date: |

**POSITION DESCRIPTION**

This fellowship is intended to provide an emerging museum professional with practical experience in the fundamentals of curatorial practice including object research, collections management, collection installation, and exhibition development, as well as broader conceptual thinking around the display of the permanent collection, the creation of curatorial narratives, and the development of new forms of interpretation. The fellow works under the oversight and mentorship of the Chief Curator to undertake both independent and collaborative projects to learn how to plan and execute curatorial projects, undertake object research, develop collection installations, of collections and small exhibitions, and also to develop public programs. The fellow will create projects that build connections between the Wadsworth’s collections from a variety of global cultures to challenge traditional boundaries, rethink conventional narratives, and redeploy underused objects. In addition to hands-on experience, this fellowship is intended to provide mentorship from experienced museum staff from a range departments, as well as professional development opportunities to encourage a deep understanding of, and future involvement in, the museum field. This is a one-year appointment with the possibility of renewal up to three years.

**ESSENTIAL RESPONSIBILITIES**

- Undertakes new research into individual artists, objects, and movements under the direction of the Chief Curator to facilitate the creation of new installations
- Plans and organizes installations and exhibitions from the collections to reimagine the Wadsworth’s galleries
- Develops new interpretive strategies and texts for redeveloped installations
- Writes texts on objects and the collection for use in gallery spaces and online
- Provides content for the museum’s website and social media to increase awareness and understanding of the Wadsworth and its collections
- Collaborates with museum education staff, including curators, conservators, registrars, exhibition designers, librarians and archivists, to address and promote museum accessibility to diverse audiences
- Present public programs at the museum including informal gallery talks and public lectures
- May perform other duties as assigned

**MINIMUM REQUIREMENTS**

Required: BA or graduate-level degree in art history, museum studies, arts administration or a related field.

Preferred: Some prior experience in a museum or arts institution is preferred.

Skills and Abilities:

- Independent and self-directed, with the ability to take initiative, anticipate actions needed, and to exercise discretion and independent judgment.
- Ability to manage competing tasks and meet deadlines among conflicting priorities.
- In possession of excellent interpersonal and organizational skills. An effective collaborator.



- Ability to manage multiple tasks and meet deadlines among conflicting priorities.
- Dedicated to original thinking, problem solving, to accuracy, and to completeness, with a willingness to learn from direct personal involvement and hands-on experience.

## **WORKING CONDITIONS**

### **Physical Demands**

- Must be able to lift and carry boxes of printed materials, up to 25 pounds
- Must be able to remain in a stationary position 50% of the time; frequently moves about inside the offices, including ascending/descending a short flight of stairs; operates a computer and other office equipment such as a calculator, copy machine, etc. Frequently communicates with staff and others and must be able to exchange accurate information.

## **WORK SCHEDULE**

- The work schedule generally is Monday through Friday, 9 a.m. to 5 p.m. A flexible work schedule or additional work hours may be necessary, to meet the requirements of this job position, which could encompass evening hours and weekend work. The responsibilities and required interactions of this position are not conducive to remote work.

## **PHYSICAL/MENTAL/SENSORY DEMANDS**

- Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors, in lobbies, art display galleries, public spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols.
- While performing the duties of this job, the employee is frequently required to receive oral and written instructions and information in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. The employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit 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 identify, observe, and assess visually or otherwise.
- Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “Qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

## **DISCLAIMER**

- The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for 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**

- Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.



**WADSWORTH ATHENEUM**  
MUSEUM OF ART

- You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: [Staffing.curatorial@thewadsworth.org](mailto:Staffing.curatorial@thewadsworth.org)

### **WORK SCHEDULE**

The work schedule generally is Monday to Friday, 9:00 a.m. to 5:00 p.m. A flexible work schedule or additional work hours may be necessary in order to meet the requirements of this job position, which could encompass evening hours and weekend work.

### **TRAVEL REQUIREMENTS**

Local, regional national and international travel possible