

MFA **H** *The Museum of Fine Arts, Houston*

Position Available

Title:	Curatorial Assistant, Art of the Islamic Worlds
Reports To:	Curator, Art of the Islamic Worlds
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical, Dental and Vision 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:

- Provides curatorial assistance to the Curator, Art of the Islamic Worlds
- Collection management: on-going collection research; research of new acquisition proposals; creation and maintenance of collection files; label writing
- Exhibition and catalogue projects: research and documentation of objects; creation and maintenance of checklists; interdepartmental coordination (Registrar, Conservation, Photography, etc.); label and catalogue entry writing
- Assists with permanent collection rotations, including research and label writing
- Assists with travel arrangements for visiting speakers
- Assists with research and writing of grant proposals
- Performs other duties as necessary to support the curator with correspondence, reports, scholarly articles, lectures, catalogue manuscripts, collection-based support and general office responsibilities
- Library: works with Library staff on book loans and acquisitions; checks out books from Library for curator

Skills, Knowledge and Abilities:

- Broad knowledge of art history, particularly of Islamic art
- Sophisticated research and writing skills essential
- Writing sample required
- Excellent organizational and computer skills, including Microsoft Office, TMS (The Museum System)
- Strong interpersonal skills and the ability to work with various departments of museum as well as with the public
- Foreign language skills: Persian or Arabic

Education and Experience:

- Minimum of BA in Art History required
- MA or PhD in Art History with emphasis on Islamic Art, preferred
- Some museum experience and a demonstrated interest in developing a career in museum work

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How to Apply:

Send resume to Human Resources, Job-20-123CUR, via email: jobs@mfa.org.

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