

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

## **Position Available**

Title:	Curatorial Assistant, Prints and Drawings
Reports To:	Associate Curator, Prints and Drawings
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, a non-smoking facility

### **Responsibilities:**

- Assists Curator in any/all of the department's varied activities including but not limited to the care of the collection, exhibitions, acquisitions, publications, patron group, and any other projects
- Prepares PowerPoint presentations for monthly subcommittee meetings (September through June)
- Primary duties include on-going research of works in the collection (ranging from art historical to conservation issues); maintaining collection files; liaising with and disseminating information to other departments; writing catalogue; didactic, and label copy; tracking interdepartmental needs and responsibilities for collection rotations, in-focus exhibitions, and special exhibitions
- Additional duties include research of new acquisition proposals and special exhibitions
- Assists manager of Works on Paper Study Center; assists scholars and actively lead discussions for school groups during appointments
- Supervises department's interns and volunteers
- General duties include proofreading, distributing and updating collection and/or exhibitions lists, preparing loan letters, coordinating photography and instructions for framing permanent collection
- Digital content manager for department's webpage
- Assist with cataloguing department's collection and maintaining data standards in TMS

### **Skills, Knowledge and Abilities:**

- Broad knowledge of art history, with an interest in Modern and Contemporary Art
- Thorough knowledge of printmaking and drawing techniques
- Experience with cataloging objects and data entry in collection management database
- Advanced research skills and clear, lucid writing style
- Ability to learn collection storage system and be able to lift boxes weighing up to 25 pounds
- Strong organizational and computer skills
- Experience with collection management database TMS or similar program preferred
- Reading knowledge of 1 or more foreign languages

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## **Education and Experience:**

- M.A. in Art History required
- Previous museum experience, minimum 2 years

## **How to Apply:**

Send resume to Human Resources, 20-087CUR, email: [jobs@mfa.org](mailto:jobs@mfa.org) or apply at <http://mfa.org/about/careers>

*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://mfa.org/about/careers/>.*