

Job Description | Curatorial Assistant

About the Museum

Contemporary Arts Museum Houston (CAMH) presents extraordinary, thought-provoking arts programming and exhibitions to educate and inspire audiences nationally and internationally.

Established in 1948, CAMH is one of the oldest non-collecting contemporary arts museums in the country, and is internationally known for presenting pivotal and landmark work by artists recognized as the most important of the 20th and 21st centuries. CAMH's mandate is to be present, to connect artists and audiences through the urgent issues of our time, and to adventurously promote the catalytic possibilities of contemporary art. CAMH's programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

Description

The Curatorial Assistant is an important member of the Curatorial team at CAMH. They are tasked with providing research, exhibition, and administrative support to the Curatorial department. The Museum seeks an organized, diligent, and engaged professional who can prioritize long and short-term curatorial projects efficiently. The ideal candidate will have excellent research and writing skills, experience working on catalogues, and a professional, discreet, and mature demeanor. The position provides a rare inside perspective into the world of contemporary art. Candidates must have a deep knowledge and passion for 20th /21st century art, an M.A. in art history or museum studies, and/or substantial professional experience in the field. A minimum of three years' experience working in an arts-related capacity is required.

This full-time entry level role requires living in or near Houston, Texas. Typical hours for this role are 9AM–5PM, Monday–Friday, although additional hours on nights and weekends will occasionally be required in support of Museum events and department duties.

Title:	Curatorial Assistant
Reports to:	Senior Curators
Status:	Full-time Exempt
Schedule:	Monday–Friday, with some additional evening and weekend hours
Starting Salary:	\$42,000

Principle Duties and Responsibilities

The Curatorial Assistant will report to the Senior Curators and will work closely with the Museum's Curatorial team. Responsibilities include but are not limited to the following:

Contemporary Arts Museum Houston

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Houston, Texas 77006
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- Assisting the Curatorial team with research and content development for the ongoing curatorial and exhibitions program, including large temporary exhibitions and focus shows, publications, writing object labels and texts, and all related content and activities and art market research
- Conduct and compile object and image research as directed, including but not limited to fact checking texts, writing art-object related copy, and preparing presentations
- Corresponding with artists and galleries about upcoming exhibitions and available works
- Attending exhibition project meetings and providing exhibition-related information and material to Development, Communications and Marketing, Exhibitions, Learning and Engagement, and other departments, as directed
- Contributing to collaborations across Museum departments, fostering and facilitating internal and external communications and partnerships
- Performing general administrative tasks, including composing correspondence; maintaining departmental files, patron, and gallery contacts; responding to telephone, email, or in-person inquiries and other duties as required
- Managing the curators' schedules, making travel arrangements, and acting as a communication bridge when curators are unavailable,
- Providing organization for the Curatorial department and tracking project progress
- Collaborating with Development colleagues to support Member events
- Conducting tours of exhibitions in galleries as needed
- Assisting the Museum with administrative support for our artists-in-residence
- Assisting curators and relevant staff with development and coordination of special curatorial programs and initiatives
- Preparing agendas, PowerPoint presentations, and other materials for both internal and external meetings
- Supporting development and administration of Museum fundraising events, including the annual art auction
- Updating exhibition database records

Skills and Qualifications

- A master's degree in Art History, or a related field is preferred, alongside commensurate experience
- Academic background in 20th and 21st Century American Art preferred
- At least three years of museum experience with progressively responsible curatorial experience and demonstrated experience in exhibitions, installation, and scholarly publications
- Experience in contemporary art, and prior experience with ambitious exhibition and publication programs in a museum
- Ability to write for a public and scholarly audience, and the ability to work on teams with fellow curators, educators and a range of museum staff, professional colleagues, and museum supporters
- Strong public speaking and communication skills

- Efficient at multitasking, with a strong ability to manage multiple, concurrent projects and assignments
- Facility with collections database management
- Writing sample required
- Some travel may be required
- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Some duties may require long periods of standing and walking as well as frequent reaching and kneeling, pushing, pulling, carrying, lifting and moving objects 25 pounds or more.
- Work may be performed both indoors and outdoors throughout the facility and grounds.

Salary and Benefits

Curatorial Assistant will be eligible to participate in CAMH's health insurance benefit plans and have the opportunity to contribute to a pre-tax health and childcare savings plan. You are eligible for 24 Paid Time Off (PTO) days annually. These benefits commence on the first day of the 3rd full month after your employment begins. You will have the opportunity to contribute to a 403(b) retirement plan. The starting salary range is \$42,000 per year and compensation will be commensurate with experience and open to negotiation.

Submission Process

Email cover letter, resume, and two professional references to hr@camh.org. References will only be requested for finalist candidates.

Applicant review will continue until the position is filled. Please indicate your last name and "Curatorial Assistant" in the subject line (e.g. "Last Name | Curatorial Assistant") No phone calls, please—candidates whose qualifications are best aligned with the components of this job description will receive a response. Salary is commensurate with experience. CAMH offers an attractive and competitive benefits package. CAMH invites applicants who identify with at least 70% of the skills and qualifications listed for this position to apply.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disabilities Act, it is the Museum's policy to

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provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.