



MINNESOTA  
MUSEUM of  
AMERICAN ART

## **Curatorial Assistant (Part-time) Minnesota Museum of American Art**

**Mission:** *The Minnesota Museum of American Art inspires people to discover themselves and their communities through American art.*

**Description:** The Minnesota Museum of American Art (the M) is in an exciting, transformational time as we work towards opening a new art museum in late 2018. The M seeks a Curatorial Assistant to further our work in presenting the M's exhibitions and public programs, as well as research and writing. The Curatorial Assistant works under the supervision of the Curator of Exhibitions and Public Programs but is also expected to perform many daily tasks independently.

We know there are great candidates who may not fit into the criteria we've outlined below, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself.

**Work Environment & Schedule:** Must be able to successfully work both independently and collaboratively in an office setting. Work schedule is within the Monday through Friday work week, but does require occasional work on evenings and weekends, based on department needs and event schedules.

### **Specific Responsibilities:**

- Assist in the research and development of the M's exhibitions and public programs.
- Help with the installation/de-installation of exhibitions, including artwork delivery, gallery preparations, and label and signage copy.
- Draft exhibition-related documents, including loan forms, agreements, proposals, and grants.
- Research artists and objects in the M's collection in preparation for exhibitions.
- Maintain and update the M's curatorial and exhibition files.
- Occasionally fill in for museum front-of-house duties; staff special museum events, including exhibition openings and public programs.
- Present in-gallery tours of M exhibitions.
- Other duties as assigned.

## Qualifications:

- Bachelor's degree OR equivalent knowledge of American art history.
- Excellent focus and attention to detail.
- Able to successfully manage multiple projects independently and seek direction as needed.
- Exceptional communication skills, proven relationship-building skills, creative thinking, and the desire and ability to work as part of a small and dedicated team.
- Experience in a museum or gallery setting preferred.
- Knowledge of local and regional art communities a plus.

**How to Apply:** Submit cover letter and resume via email to Jennifer Hensley, Director of Operations, at [jhensley@mmaa.org](mailto:jhensley@mmaa.org).

Salary will be determined based upon experience, in the range of \$15,200 to \$18,200, and is part-time (approximately 15-20 hours a week), therefore not eligible for benefits.

Application deadline: Sunday, August 12, 2018; anticipated start date in early September.

***The M is committed to building a culture focused on inclusivity, diversity, equity, and accessibility and strives to exemplify the richness of difference, and the equitable inclusion of it, throughout the organizational culture and within its practices. Affirmative Action, Equal Opportunity Employer.***