

Position: Curatorial Assistant
Reports to: Director of Exhibitions/ Senior Curator
Full time 40 hours per week

Job summary: Overseen by the Director of Exhibitions/ Senior Curator, the Curatorial Assistant works in concert with all departments to aid in the realization of exhibitions.

Position responsibilities:

Curatorial

- Project manage exhibitions
- Conduct curatorial research on exhibition and programs
- Support Director of Exhibitions/ Senior Curator in managing department and related administrative duties
- Write and edit exhibition texts as needed
- Work with Digital Content Manager on documentation of events
- Coordinate loan requests and condition reports
- Aid in management of exhibition installation
- Coordinate artist travel
- Other tasks as needed

PR/Marketing

- Manage approved copy for marketing materials
- Respond to press requests
- Aid in writing press releases
- Organize and manage press files

Events

- Assist with set up and logistics for events, including check in and greeting guests
- Interface with patrons at museum events

Education

- Assist with educational event logistics and program promotion
- Lead public gallery talks
- Provide exhibition research and details to education staff
- Create original content for the museum's mobile App

Administrative

- Organize and submit financial documents to accounting company
- Help manage exhibition budgets including tracking expenses
- Assistance as assigned including correspondence, administrative support,

- or managing mailings
- Answer phones

Qualifications:

- Bachelor's Degree in Art History, with a focus on contemporary art (or equivalent)
- Museum experience in a curatorial setting or related area
- Exceptional communication and writing skills
- Excellent organizational, interpersonal, and collaborative skills
- Bilingual abilities are a plus

Salary for this position is commensurate with experience, knowledge, and education.

Please send a cover letter and resume to jobs@dallascontemporary.org