

Job Description

The curatorial assistant is a three-quarter time position providing administrative assistance to the Director, the Associate Curator and the Exhibition Manager. This position will report to the Associate Curator.

Responsibilities may include the following:

- Assist in the administration of exhibition budgets and schedules.
- Assist with loan letters and loan forms for all exhibitions.
- Maintain checklists for exhibitions and manage all registrarial duties.
- Work with exhibition manager to arrange packing and shipping of art.
- Coordinate artist visits, itineraries and hospitality.
- Oversee and organize condition reports for loans.
- Maintain lender correspondence and loan agreement compliance.
- Obtain images and image rights.
- Maintain exhibition files.
- Assist with research on artists and exhibitions.
- Manage art and exhibition submissions.
- General assistance to Director and Associate Curator.

Qualifications

Qualified candidates should possess a Bachelors degree in art history or related field and have at least one year of museum or gallery experience. General familiarity with contemporary art encouraged. Additional requirements include: strong organizational skills and attention to detail; knowledge of MS Office suite, Adobe Photoshop and other standard office procedures and equipment.

Skills

Qualified candidates must have excellent organizational skills, including project management and time management. The candidate must have excellent written communication skills. He/She must be able to work independently as well as collaboratively with internal departments and external parties.

Hours and Salary

The curatorial assistant will be responsible for 32 hours of work per week at a salary of \$25,000. The proposed schedule would be Monday through Thursday.

To Apply

Send cover letter and resume by March 5, 2010 to resume@mcadenver.org or mail to MCA Denver, 1485 Delgany, Denver, CO 80202.