

## Assistant Curator

*Updated 1/2023*

### Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries.

Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

### Position Description

The **Assistant Curator** works closely with the Curatorial team to install and interpret the Collection in the Museum and to plan and implement an exhibitions program that reflects the Museum's commitment to American art of the 20th and 21st centuries. This position works in tandem with the Learning & Engagement team to brainstorm and assist with educational programming. The Assistant Curator reports to the acting Chief Curator.

### Primary Responsibilities/ Essential Functions

- Conceiving and organizing special exhibitions. General responsibilities include writing, editing, and designing exhibition text (panels/labels/gallery guides/catalogues etc.), conducting research, drafting loan requests, contacting lenders, composing checklists, and coordinating exhibition details with other departments.
- Performing collections management and registration tasks, including but not limited to condition reports, gift contracts, loan requests and contracts, additions to EmbARK collections database and web-based Collection content, managing rights and reproductions, including requests for use of materials held by the Museum and external requests for materials to be used by the Museum
- Work closely with fellow curatorial department members (other curators, curatorial assistants, registrars, and preparators) to collectively realize department wide goals for exhibitions, collection management, and specialized projects.
- Collaborating with Learning & Engagement department to create exhibition- and Collection-related programming in a variety of formats, including in person and virtual, and for a variety of age groups.
- Giving exhibition and Collection-related gallery talks and lectures to the public, staff, docents, support groups, local university classes, and other constituents.
- Helping organize and manage traveling exhibitions including correspondence with venues, drafting contracts, and answering questions.
- Helping identify works for acquisition and developing relationships with collectors, sponsors, artists, donors, etc.
- Collaborating with External Affairs department on researching funding opportunities for exhibitions and Collection projects, providing content for grant proposals and sponsorship requests, and other assistance in Development efforts as needed.

- Conducting research on Collection- and exhibition-related topics.
- Interacting with the arts community and civic bodies as an advocate for the arts and the Museum.
- Managing multiyear Collections-focused research projects, including timelines, budgets, and any adjacent advisory committees
- Supervising Curatorial interns, fellows, and volunteers.
- Working with the Collectors Circle affinity group, including identifying and preparing works for presentation to the Circle and presenting works at the annual dinner
- Preparing and presenting acquisition materials to Collections Committee and participating in the development and updating of the Collections Growth Plan and other guiding documents

### **Special Requirements**

This year-round, full time position is eligible for full benefits and requires after-hours participation in Museum events, exhibition openings, lectures, etc. Annual compensation includes a salary range of \$44,000 - \$48,000 depending on experience, plus paid time off, health insurance, and retirement benefits after required probationary period. The incumbent should have a valid driver's license, be able to navigate the Museum's building/ grounds, and travel periodically for meetings or Museum business. Curatorial staff should be able to assist in the installation of exhibitions, including the ability to lift, move, and handle art and general museum furnishing.

### **Education/ Experience**

The ideal candidate will have a Master's degree or commensurate experience in Art History or related field with an emphasis on American, modern, and/or contemporary art; broad knowledge of American art of the late 19th century to the present; t least 4 years related experience in a museum or gallery setting; strong research, writing, and editing ability, as well as strong computer skills. Familiarity with collections management systems (e.g. EmbARK or The Museum System), Microsoft Office, and Adobe Creative Suite preferred. Excellent verbal communication and interpersonal skills including public speaking highly desirable. The incumbent must be able to work independently, collaboratively, and effectively in a fast-paced, creative environment.

**To apply, please send resume and cover letter to [mailbox@ashevilleart.org](mailto:mailbox@ashevilleart.org) with "Assistant Curator" in the subject line.**

Duties, responsibilities, and activities may change at any time with or without notice.

### **Equal Employment Opportunity**

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Diversity, Equity, Access, and Inclusion**

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-

oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.