



MID-AMERICA ARTS ALLIANCE

## Job Posting – Curatorial Assistant

**Reports to: Director of Arts and Humanities Programming**

**Supervises: N/A**

**Status: Full-Time, Hourly, Non-Exempt**

### Description

Mid-America Arts Alliance has an exceptional opportunity for an experienced and detailed oriented, full-time administrative professional. The objective of this position is to provide curatorial and operational support for the Arts and Humanities Programming Division, a fast-paced department central to the artistic mission of the organization.

The Curatorial Assistant works with department staff in the day-to-day work of the office by supporting essential functions around touring art exhibitions and their development, as well as other special curatorial projects, and serves as the Division Director's right-hand assistant. The position requires flexibility and skill to undertake projects that can change from day to day; to communicate effectively with project stakeholders, management, and other relevant parties; and to handle confidential matters requiring absolute discretion.

The ideal candidate for this position will have at least three years of experience in a museum or gallery environment, a history of demonstrating initiative, a strong intuitive sensibility, and the ability to coordinate and maintain priorities. They must possess excellent computer skills (primarily Microsoft Office) and be able to project a professional organization image via in-person, phone, and mailed communications.

Mid-America Arts Alliance is headquartered in the Crossroads Arts District of Kansas City, Missouri. M- AAA brings more art to more people in communities throughout our six-state region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas) and the nation. With an annual operating budget of over \$4 million and 27 staff members we produce and manage more than 450 exhibition, performance, and professional development opportunities in more than 300 communities for more than one million people annually.

### Primary Responsibilities

Perform a variety of essential duties that include:

- Fielding of unsolicited inquiries, and coordination of materials for prospective exhibition projects, including the facilitation of the formal proposal process with independent curators and/or originating institutions as requested;
- Performing data entry and generating exhibition checklists;
- Coordinating rights and reproduction permissions for images selected for use in exhibitions;
- Fact-checking, proofing and/or copy-editing written exhibition materials as needed;
- Editing and/or contributing written materials for marketing purposes and grant reports as needed;
- Assisting Division Director with scheduling meetings, and making travel arrangements;
- Assisting other M-AAA staff members, contracted specialists, and guest curators with the development, documentation, refurbishment, and dispersal of AHP projects as requested;
- Attending department meetings; and
- Other duties as assigned.

### Working Conditions

Work is both sedentary and requires physical activity including the ability to lift 40 pounds. This includes sitting at a desk using a computer, phone and other office equipment as well as walking, assistance in moving crates, lifting/installing art objects, and driving to various locations as needed. Will occasionally be required to travel

for condition reporting and/or conferences as needed. While a majority of work occurs in relation to exhibition development and implementation, this person will be required to be flexible to changing priorities and new objectives.

### **Performance Measures**

The following are key items that will be utilized to evaluate work performance:

- Meeting deadlines;
- Quality of service offered as demonstrated by friendly, timely, and accurate responses to all individuals;
- Accurate and complete documentation of all department program logistical information;
- Quality of written materials;
- Effective working relationships with all internal divisions and project partners; and
- Ability to interpret and explain facets of M-AAA programs and procedures to others.

### **Qualifications**

The successful candidate will have a demonstrated mix of the following:

- At least three years experience as an administrative or curatorial assistant in a museum or gallery environment, with a solid understanding of registration practices and art handling methods preferred;
- Excellent problem solving skills, attention to detail, and the ability to effectively prioritize multiple tasks;
- Excellent written and verbal communications skills;
- Strong work ethic and commitment to the artistic mission of the organization;
- Ability to collaborate with a diverse group of staff and professional colleagues;
- Proficiency in Microsoft Word and Microsoft Excel, with Adobe Creative Suite and A/V editing (Garage Band, iMovie, Final Cut Pro, etc.) working knowledge preferred;
- Fluency in Spanish preferred; and
- Masters Degree in Art History preferred.

### **Application Process:**

To apply, send cover letter and resume by email to [HR@maaa.org](mailto:HR@maaa.org); please include your last name and "curatorial assistant" in the subject line. No phone calls please.

Salary and benefits are competitive and commensurate with experience. Mid-America Arts Alliance offers a competitive benefits package including medical, dental, vision and other insurances, paid sick and vacation time, as well as a generous 401K plan. Mid-America Arts Alliance is an Equal Opportunity Employer.