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 communication 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; 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.