



## **Curatorial Assistant**

American Painting & Sculpture and Decorative Arts

The Baltimore Museum of Art (BMA) seeks a Curatorial Assistant for the Department of American Painting & Sculpture and Decorative Arts. The Curatorial Assistant will join the curators in a department that holds approximately 14,000 objects including American painting and sculpture, and American and European furniture, glass, ceramics, silver, and textiles. In alignment with the Museum's core values of equity and inclusion, the Department is rethinking the definitions and presentation of American art with a focus on expanding and diversifying the art historical canon. We work closely with curatorial colleagues across the institution in the research and display of our American and European works.

The Curatorial Assistant plays a central and fundamental supportive role in the daily activities of the department and works collaboratively with departments across the Museum. The Curatorial Assistant will manage the administrative functions of the department and provide research support for projects relating to the permanent collection and temporary exhibitions.

### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

- General administration of the department, including maintaining the department calendar, updating department budgets, planning travel, preparing expense reports, and coordinating meetings
- Coordinating loans, exhibitions, and permanent collection installation rotations including managing loan letters and forms, checklists, and research assistance
- Assisting with administrative care of the permanent collection; coordinating the accessions process with registrars; cataloguing objects and maintaining records in the collections management database (The Museum System); assisting with object research toward acquisitions, exhibitions, and collection labels; monitoring storage of the collection; helping to maintain object files, managing scholar and class visits to the collection
- Coordinating Decorative Arts accessions meetings, including taking minutes and organizing the presentation of objects for the committee, managing meeting timelines and deadlines, working with registrars to prepare documentation, and submitting payment for acquisitions
- Responding to public inquiries regarding the collection, via phone, email, or mail
- Assisting with administrative support for department fundraising, grantwriting, and events
- Assisting with the management of work/study students, interns, and volunteers

This full-time, exempt position reports to the Curator of American Art and Department Head and will also assist the Assistant/Associate Curator of Decorative Arts, occasionally working with consulting curators and visiting scholars.

### **QUALIFICATIONS**

- Bachelor's degree or equivalent professional experience
- Excellent verbal and written communication skills
- Strong skills in organization, project management, prioritization, and time management
- Strong research skills
- Ability to work independently, as well as collaboratively, in a fast-paced team environment
- Some knowledge of/interest in American art and interest in Decorative Arts
- Familiarity with Microsoft Word, PowerPoint, Excel, Outlook, internet research databases, The Museum System (TMS)

### **BENEFITS**

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this temporary, exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

### **APPLY**

We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that any applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send a cover letter and resume to [HR@artbma.org](mailto:HR@artbma.org) with **“Curatorial Assistant, APSDA”** and **your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.