The Baltimore Museum of Art (BMA) seeks a Curatorial Research Assistant for the Joyce J. Scott Retrospective Project, which will culminate in a scholarly publication and exhibition. Chronicling the artist’s life and work from 1970 to the present, Joyce J. Scott [working title] will open at the Baltimore Museum of Art in March 2024 and then at a co-organizing partner venue [to be confirmed] in October 2024.

Reporting to the project curators, the primary responsibilities of the Curatorial Assistant will be loans administration, research support, and coordination of a scholarly advisory council in the lead up to opening events at the BMA, co-organizing venue, and tour to follow. Many of the responsibilities of this role will be coextensive with the planning of the exhibition. This position is a minimum 18 month and up-to a 24-month contract, beginning in October 2022.

RESPONSIBILITIES
Responsibilities include but are not limited to:

- Assist Project Curators in all phases of exhibition development, including research, coordination of materials between co-organizing institutions, artist’s representatives, as well as research support for catalogue contributors as needed.
- Assist in the coordination and organization of a scholarly advisory council, to be held over the course of three to five meetings in Baltimore and/or on zoom.
- As needed, manage scheduling and logistical e-mail correspondence between Project Curators, catalogue contributors, artists, and key project stakeholders.
- Attend and track decisions and action items of regular publication, advisory council, and loans planning-progress meetings.
- Assist in preparing and monitoring correspondence, reports, proposals, and memoranda in connection with the Joyce J. Scott exhibition project.
- Maintain exhibition checklists; catalogue objects in collections management database (The Museum System) with impeccable accuracy; generating custom checklists and reports.
- Prepare, distribute, and track loan requests and other loan documentation in close consultation with Project Curators and registrars.
- Coordinate and track exhibition team progress, working with BMA and co-organizer’s exhibitions departments to maintain project calendar, acting as interdepartmental and interinstitutional liaison, organizing logistics and agendas for team meetings, taking minutes, and circulating project updates.
- Support brochure and label production at the BMA by formatting checklists and object labels to meet each use and, facilitating the routing of publications and collateral material for review and approvals.
- Schedule project meetings and assist Project Curators with their schedules as related to this exhibition.
• Assist with travel arrangements and related expense reports for the exhibition.
• Assist in coordinating exhibition opening events and special programs as needed.
• Provide clerical, administrative, and other support as required for the project.

QUALIFICATIONS
• Bachelor’s degree, Master’s preferred, and demonstrated study of art history, arts administration, or museum studies or equivalent professional experience.
• 2 years+ curatorial or editorial experience required; knowledge of museum field practices highly preferred.
• Well-organized self-starter, detail oriented, and demonstrating excellent planning and implementation skills.
• Superb research and written communication skills are required, along with the ability to function in a fast-paced environment within a team.
• Ability to conduct rigorous, independent research.
• Ability to work proactively, collaboratively, and enthusiastically with internal departments and external parties.
• Experience with The Museum System (TMS) or equivalent object management database.
• Proficiency in Microsoft Office Suite, extensive experience in data management software, basic photo editing required.
• Must be able to track and meet multiple deadlines.
• Exemplary interpersonal and written communication skills.
• Sound judgment, discretion, and diplomacy.

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

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 an 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 with salary requirements and resume to HR@artbma.org with “Joyce J Scott Temporary Curatorial Research Assistant” and your first and last name in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

Position will be posted until filled.