The Curatorial Assistant plays a central and fundamental supportive role in the daily activities of the Prints, Drawings & Photographs department and works closely with most departments in the Museum. Being a collaborative thinker and active worker is essential to this position, which often is the first point of contact with the public including scholars, colleagues, dealers, donors, and collectors. This position is a fully integrated member of the curatorial team, providing administrative support in a variety of areas related to the care, display, interpretation, and augmentation of the BMA’s collection of works on paper. The successful candidate must feel comfortable working in a fast-paced environment that requires simultaneous attention to different projects and responsibilities, have familiarity with The Museum System and works on paper, and enjoy working across departments.

The PDP Curatorial Assistant participates actively in management of the permanent collection of works on paper, collaborating with Registration, Library and Archives, Images Services & Rights, and Conservation as needed. The Curatorial Assistant communicates with Museum colleagues, trustees, and donors. The Curatorial Assistant will provide research support as needed for PDP curatorial colleagues and be the primary point of contact for visitor and class requests to use the PDP Study Room. The Curatorial Assistant also corresponds with galleries and dealers, and other local educational institutions and organizations. The Curatorial Assistant also works closely with Exhibitions, Installation, Education, Marketing and Communications, Advancement, and Security. For departmental administrative duties, the CA works with Finance, managing budgets, tracking expenses, requesting payments, and meeting periodic deadlines.

**RESPONSIBILITIES**

- Catalogue new and old accessions; maintain the storage vaults; handle art, including transport of works on paper to and from study room, conservation, and photography studio; maintain and contribute records to collection database (TMS)
- Oversee the Study Room in the Dorman Mazaroff Center for the Study of Prints, Drawings & Photographs; maintain the study room calendar; arrange and host visits of classes, scholars, colleagues, and the public; select (pull and put away) works; and teach select classes; welcome and provide support to visiting scholars using the Study Room
- Maintain departmental finances, including tracking, reconciliation, and reprojection of budgets as well as processing accounts payable; manage incoming and outgoing mail; order office supplies
- Field outside inquiries about the collection, preliminary gift offers, appraisal requests, and conservation information
- Serve as a liaison to the Pre-1960 Painting, Sculpture & Graphic Arts Accessions Committee; manage and track accessions process, produce related documentation
- Create, maintain, and augment object files; assist with various collection management projects and exhibition research as needed
- Regularly interface with other departments within the BMA, schedule meetings, calls, and staff interaction. Troubleshoot technical difficulties with departmental computers and printer; coordinate with Information Technology staff when needed.
- Manage and contribute to digital engagement and education projects that parallel the mission of the BMA
- Engage in donor development and support: communicate with individual donors, facilitate consideration of proposed gifts, assist with and attend Advancement programs
QUALIFICATIONS

• BFA with concentration in Printmaking, Photography or Drawing or BA in Art History or equivalent professional experience
• 1-2 years of experience in a curatorial department of works on paper (including handling and cataloguing prints)
• 2-3 years of administrative support, project management, or archive and/or database experience
• Excellent writing and communication skills
• Facility with The Museum System, Microsoft Office Suite software (especially Excel and Photoshop); software for remote work (Zoom, One Drive); and ideally project management software such as AirTable or Wrike, or a willingness to learn these programs.
• Able to work onsite regularly
• Collegial manner
• Able to lift and move heavy (30+lbs) solander boxes and framed objects as well as stand for periods of time. Comfortable with climbing stationary ladders and retrieving objects from a height. This is a physically active position that requires stamina.

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 exempt position we offer medical, dental, vision, prescription, 403b retirement plan with match, 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 cover letter, resume, and salary requirements via email to HR@artbma.org with “Curatorial Assistant, PDP” Last Name and First Name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.