The Baltimore Museum of Art is seeking a superbly organized, collaborative, and detail-oriented Assistant Curator for the Contemporary Art Department. Reporting to the Department Head of Contemporary Art, the Assistant Curator will be primarily responsible for managing the Museum’s collection of Contemporary Art, defined as art produced since 1960. The ideal hire will thrive in a fast-paced environment, find rewarding the development and maintenance of permanent collection-oriented administration that supports an active team of curators with a robust pace and scope for exhibitions, accessions, and collection maintenance.

**RESPONSIBILITIES**
Responsibilities include but are not limited to:

1) **ACCESSIONS:**
   Under supervision of Department Head, manage administration of accessions and deaccessions process.
   - Support acquisition planning in accordance with collection procedures and protocols
     - Utilize databases (TMS, Excel, and Airtable) to achieve maximum accuracy and efficiency in accessions process, which includes close liaising with registration, conservation, and installation colleagues.
     - Support curators in generating letters of agreement, and conducting artist interviews where relevant, for acquisitions and commissions.
     - Shepherd communication and planning for permanent collection displays and incoming acquisitions in spaces across the Museum
     - Provide accession and deaccession research support, ensuring compliance with accession and deaccession-related policies and procedures.
     - Liaise with accessions committee members, as needed.
   - Systematize administration of accession-based financial reporting
     - Process payments and ensure accurate tracking of available funds.
     - With Department Head, communicate with donors to grow accessions funds and secure gifts of art.
     - Report quarterly to Department Head and Chief Curator on status of accessions funds
   - Support collection road map implementation
     - Manage presentation preparation and scheduling of departmental workshops.

2) **COLLECTION CARE:** Oversee ongoing care and maintenance of the permanent collection.
   - Assist curators in generating Time Based Media questionnaires, artist questionnaires, and iteration reports; participate in working groups regarding time-based media.
   - Track and manage outgoing and incoming loan requests for permanent collection galleries.
   - Participate in monthly inventory and ongoing storage assessments.
   - Oversee monthly cataloguing to facilitate digital accessibility, with support of Curatorial Assistant and Interns
   - Fulfill catalogue raisonné requests and escort visiting scholars and incoming external collection inquiries with support of Curatorial Assistant
   - Facilitate opportunities for visitors, donors, students, and scholars to interact with the collection.
   - Support development of collection rotations and permanent collection-based exhibitions, with Department Head
3) DEPARTMENTAL ADMINISTRATION: Shepherd processes and procedures to facilitate ongoing collection maintenance, exhibitions, and care for curatorial team.

- Manage departmental meeting calendar related to ongoing collection care and administration, reporting monthly actuals of departmental operational budget to Contemporary Department Head.
- Assist with tracking monthly departmental expense reports.
- Field and direct collection-oriented requests and queries, both internal and external for Contemporary Department.
- Manage submission of operational budget projections and reprojections in dialogue with Department Head.

4) EXHIBITION DEVELOPMENT

- Generate and support dynamic, rigorous, and mission-aligned exhibition projects, and programs, oriented but not limited to deep engagement with the permanent collection vis-à-vis collection rotations, as well as temporary exhibitions with living artists.
- Conduct research and archival work to enhance knowledge of the collection and to enhance curatorial frameworks for exhibition projects.

QUALIFICATIONS

- Master’s Degree required, expertise in post-1960 art is vital.
- 3+ years curatorial or museum field experience required, including experience in supporting museum collection care and curating collection displays.
- Familiarity with TMS, Airtable, and Microsoft Office Suite is vital.
- 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 deadline-driven rigorous, independent research.
- Ability to work proactively, collaboratively, and enthusiastically with internal departments and external parties.
- Exemplary interpersonal and written communication skills.
- Sound judgment, discretion, and diplomacy.
- Interest in outreach, engagement, and object-oriented instruction.
- Demonstrated commitment to the BMA’s mission and vision.

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.

**SALARY RANGE** - $55,000 - $60,000
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 “Assistant Curator Contemporary Art” 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.