



JOB DESCRIPTION

CURATORIAL PROJECTS COORDINATOR

The Academy Art Museum is seeking an energetic, detail-oriented and organized CURATORIAL PROJECTS COORDINATOR to join its team. The CURATORIAL PROJECTS COORDINATOR will report to the Curator and be primarily responsible for exhibition preparation and production, permanent collection maintenance, as well as administrative tasks that include correspondence between departments and the Museum and other institutions, creating curatorial and docent schedules, and assisting with special curatorial events such as lectures and exhibition tours.

The ideal candidate will have completed a BA or a BFA degree or equivalent in a visual arts-related field, such as Art History, Studio Art, and/or have commensurate experience at an arts institution. Minimum 2 years of experience working as preparator, installer and/or art handler with demonstrated job history of administrative tasks is strongly preferred. Candidates must be able to lift 50 pounds and be comfortable with physical tasks such as reaching, climbing ladders and scaffolding, and carrying and propping up artworks.

Interested candidates should submit a cover letter and resume to Mehves Lelic, Curator, at mlelic@academyartmuseum.org. The position is open until filled. Candidates are highly encouraged to apply by February 25, 2022 for first consideration.

ABOUT THE MUSEUM

The Academy Art Museum is a small, American Alliance of Museums-accredited institution in Easton, Maryland, a historic town on the Eastern Shore. The mission of AAM is to promote the knowledge, practice, and appreciation of the arts and to enhance cultural life on the Eastern Shore by making available to everyone the Museum's expanding collection, exhibitions, and broad spectrum of arts programs. The Museum's holdings primarily consist of post-World War II and contemporary works on paper, with a growing interest in showing and collecting innovative and diverse works in new mediums. Recent exhibitions include Andy Warhol: Accidental Icons, Norma Morgan: Enchanted World, Miró in New York, 1947, and the Moveable Image: Video Art by Collis/Donadio, Shala Miller and Rachel Schmidt. The Museum's Permanent Collection presents a distinguished survey of prints and drawings from 1641 to present day, including American and European impressionists, the WPA and the Group of Eight. In addition to works by Francisco Goya, Paul Cezanne, Marc Chagall, Pablo Picasso and Joan Miro, our collection of late 20th-century works has grown through donations and purchases to include Judy Chicago, Mary Cassatt, Zanele

Muholi, Jim Dine, Richard Diebenkorn, Sam Gilliam, Robert Motherwell, Elizabeth Murray, Frederick Hammersley, Man Ray, Robert Rauschenberg, James Rosenquist, Lorna Simpson, Jaune Quick-to-See Smith, Kiki Smith, Pat Steir, Renee Stout, Jacob Kainen and Anne Truitt. The collection also includes works by distinguished photographic artists, such as Berenice Abbott, Ansel Adams, Imogen Cunningham, William Eggleston, John Gossage, Graciela Iturbide, Lisette Model and Aaron Siskind.

DESIRED SKILLS

- Excellent communication and writing skills
- Ability to work with multiple timelines
- Care and attention to detail when inspecting and storing artwork and installing exhibitions
- Responsible, self-reliant team member with strong problem-solving skills
- Proficient with Microsoft Office; general understanding of Photoshop, Illustrator and InDesign
- Willing to learn new skills and software, including but not limited to the Museum's Permanent Collection database
- Skilled and precise with hand and hanging tools and hardware
- Knowledge and experience handling, storing and preserving artworks of different mediums
- Familiarity with Museum-standard environmental readings and temperature and humidity control systems
- Flexibility to work overtime during exhibition installation/deinstallation periods

RESPONSIBILITIES

Exhibition Preparation and Production

- Installing exhibitions with assistance from volunteers and subcontractors when needed
- Designing, producing and installing vinyl titling and wall labels for exhibitions
- Matting and framing artwork
- Packing, unpacking and crating artwork
- Adjusting gallery lighting
- Corresponding with artists and loaning institutions to transport and return artwork for exhibitions at the Academy Art Museum

Permanent Collection and Exhibition Maintenance

- Monitoring and maintaining art storage and preparation areas
- Executing basic collection care and cleaning tasks
- Taking inventory and purchasing supplies for exhibitions and frame shop
- Troubleshooting and performing exhibition maintenance tasks as needed

Administration

- Maintaining meticulous historical records of the Permanent Collection and the Museum's rotating exhibitions
- Preparing condition reports
- Assisting the Curator with acquisition and deaccession reports
- Assisting the Curator with loan correspondence, artist and gallery correspondence, and other communication tasks
- Scheduling docent training and tour schedules and acting as liaison between the curator and artists and the docent corps to provide docents with necessary educational materials before new exhibitions
- Scheduling Permanent Collection and Exhibitions committee meetings, preparing agendas and taking minutes
- Representing the Museum by maintaining working relationships with outside vendors, contractors, and institutions
- Preparing PR materials such as images and blurbs and sharing them with the Museum's Development and Design departments
- Assisting the Curator with publication projects by securing copyright permissions, creating, collecting, preparing and sharing text and image assets, and acting as liaison between the Museum and the printer

BENEFITS

- Full-time exempt position with healthcare, retirement benefits and paid holidays
- Salary commensurate with experience

Academy Art Museum is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, handicap, religion, national origin and any other basis prohibited by applicable law. We will provide accommodations during the hiring process upon request to ensure equal consideration and accessibility for all candidates.