



Curatorial Assistant Job Description

Department: Collections & Exhibitions

Reports to: Director of Collections & Exhibitions

Date: 1/28/2015

Location: San Francisco

FLSA Code: Exempt

Status: Full-Time

Hours: 9am-6pm with occasional
nights/weekends

SUMMARY OF POSITION:

The Curatorial Assistant reports to the Director of Collections & Exhibitions and is responsible for assisting in many aspects of the Director's daily responsibilities and projects, including providing administrative support, maintaining departmental calendars and assisting in many aspects of collections and exhibitions development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects the Walt Disney Family Foundation's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Director of Collections and Exhibitions may assign or reassign duties and responsibilities to this position at any time.

General Curatorial and Clerical Support

- Maintains departmental calendars
- Attends meetings and keeps track of action items
- Assists with research regarding the permanent collection, acquisitions, exhibitions, and special projects including exhibition catalogs
- Verifying and inputting accurate object information for wall labels and publications

Collection Management

- Contribute to the planning of rotations in core galleries
- Remain informed of collection management principles and procedures in the field
- Work closely with Registration and Conservation staff in regards to information and use of Collections objects
- Assists with answering public and scholarly inquiry

Exhibition Planning

- Works with Director of Collections and Exhibition to assist with researching and selecting objects for exhibitions
- Serve as a liaison between guest curators and WDFM exhibition staff, facilitating the exhibition process by relaying protocols and timelines
- Assists with the curatorial contributions to the exhibition object list, tracking changes and communicating information to exhibition team

- Provide support and oversight in order to meet exhibition deadlines

QUALIFICATIONS:

- Ability to achieve and maintain best curatorial practices
- Knowledge of museum and exhibition methods and practices, including the proven methods of developing, planning and implementing museum exhibitions
- Possess a high level of initiative
- Excellent interpersonal skills, ability to relate and communicate with all members of Museum and Fine Arts community
- Flexibility and follow-through on work assignments
- Proficient with collections management and related software
- Must be detail oriented and able to manage multiple projects simultaneously
- Proficient in museum practices and methods, including art handling best practices, artwork care and storage

EDUCATION AND EXPERIENCE:

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is desired as noted...

- Two years of experience as a curator or assistant curator in a museum, gallery, Private collection or cultural organization.
- A Master's degree from an accredited college with specialization in curatorial studies or museum studies

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. Must be able to work in a low-temperature, climate-controlled office environment. Work may require occasional weekend and/or evening work.

- Salary commiserate with candidates previous work history and experience