

Curatorial Assistant

DEPARTMENT: Exhibitions

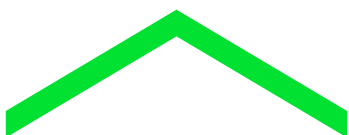
SUPERVISOR: Exhibitions Director

STATUS: Full Time

Founded in 1964, The Aldrich is dedicated to fostering the work of pioneering artists whose ideas and interpretations of the world around us serve as a platform to encourage creative thinking. The only museum in Connecticut devoted to the art of our time and throughout its fifty-three year history, it has been a leader in shaping current cultural dialogue, presenting innovative exhibitions of contemporary art, engaging the community through thought-provoking interdisciplinary programs, and presenting groundbreaking education initiatives.

SCOPE:

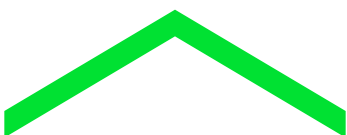
The Curatorial Assistant is a position offered to an emerging curator with a demonstrated interest in contemporary art and a degree in art history, curatorial practice, or related fields. The curatorial assistant works closely with the exhibitions director, curator, and exhibitions manager and other relevant staff on the administrative planning of specific exhibitions and artist's projects at the Museum. These responsibilities include, but are not limited to, exhibitions and artist research, communication with



artists, galleries, and other lenders, managing checklists, aiding with exhibition development efforts, and working collaboratively as needed with the education and programming department on the conceptualization, planning, and implementation of public programs associated with the Museum's exhibition program. The successful candidate should have strong written and verbal communications skills.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Working collaboratively with the Museum's exhibition director, curator, registrar, and exhibition manager on specific assignments connected with the Museum's exhibition program**
- Acting as a liaison between the Museum's exhibition department and guest curators on the planning of exhibitions not curated in house**
- Working collaboratively with the Museum's exhibition manager on artist's production and installation needs**
- Aiding exhibition development efforts by assembling materials for exhibition grant applications by the Museum's development department**
- Working collaboratively with the exhibitions department on efforts to tour specific Aldrich exhibitions. This includes identification of possible venues, assembling exhibition tour proposals, and communication with venues**
- Liaisons with artists, galleries, and other exhibition lenders to provide images for both publicity and publication purposes. Procures rights to reproduce images when necessary**
- Coordinates and manages text and images for the Museum's publications, as**



well as gallery texts

- Liaisons with the Museum's digital media coordinator to keep exhibition information updated
- Aiding development department in arranging and planning artist studio tours for Museum members and patrons
- Works proactively as part of the exhibition/education team in conceptualizing and planning public programming associated with the Museum's exhibitions
- Attending weekly curatorial meetings, monthly staff meetings, and gallery guide training sessions. Provides exhibition information to education department when requested for guide training
- Leading specific exhibition tours and talks when requested

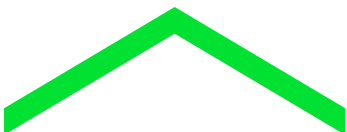
Application Process:

Please send a cover letter and resume to: jobs@aldrichart.org, with the subject line "Curatorial Assistant" Qualified candidates will be contacted. No phone calls, please.

The Aldrich Contemporary Art Museum Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.



- **Providing an inclusive and welcoming environment for all members of the community.**
- **Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.**
- **Providing a workplace free from harassment of all kinds.**
- **Compliance with all federal and state legislation and regulations regarding non-discrimination.**

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.

