



Job Title: Terry and Eva Herndon Assistant Curator
Reports to: Curator
Department: Curatorial
Position Status: Contract to begin June 3, 2024, 40 hours per week

Job Summary

The Fitchburg Art Museum seeks applications for the role of Terry and Eva Herndon Assistant Curator. The position is a two-year contract position designed to launch an emerging curator into a rewarding career in the arts by providing an immersive educational and practical experience in the Curatorial department of a regional art museum.

Under the supervision and direction of the Curator, the Assistant Curator will assist the Curatorial Department in the development and implementation of curatorial projects including exhibition research, planning, and management. The Assistant Curator will serve as the lead curator for one or more exhibitions including the organization of the museum's annual Regional Exhibition of Art and Craft. The Assistant Curator will be an active participant in the stewardship of FAM's permanent collection, responsibilities include assisting with collection management and object care, storage, database upkeep. Additional collections related tasks included acquisitions research and presentations before the Collections Committee. The Assistant Curator will also jointly teach a catalog production class at Fitchburg State University.

The Assistant Curator will have a commitment to diversity, equity and inclusion in all aspects of their work. FAM, with its small staff size and ambitious programming, embodies a culture of collaboration throughout the organization as outlined in the FAM strategic plan.

Evening and weekend work may be required periodically to fulfill museum needs.

Essential Duties and Responsibilities

- Assists Curator with research and planning of exhibitions including the production and maintenance of project timelines, checklists, and loans.

- Writes or collaborates on exhibition-centered texts and essays, including wall labels, content for the museum website, press releases, and grant applications. Assists in the production of catalogs.
- Performs ongoing research on collection objects, artists, and potential acquisitions.
- Assists Collections Manager with building and maintaining up-to-date records in the collections database, collection management, care and storage.
- Conducts studio/museum/gallery visits for research and to meet artists.
- Works with Curator to expand community outreach and develop opportunities for community partnerships.
- Oversees and organizes the Regional Exhibition of Art and Craft exhibition.
- Supports the day-to-day operations of the Curatorial department, including logistics and administrative work for exhibition development, collection care, public programming, and event planning.
- Works in close partnership with the Education Department to contribute to programs related to the collection and special exhibitions, including but not limited to lectures, workshops, tours, and other in-gallery interpretation programs.
- Assists with preparing proposals, reports, and presentations for Director, other internal departments, and Collection Committee meetings.
- Participates in co-teaching at Fitchburg State University for a communication studies class centered around producing exhibition catalogs for the museum's special exhibitions. The Assistant Curator co-teaches in the fall and spring semester.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Ability to move and lift objects and materials up to 30 pounds.
- Must be able to physically prepare exhibits, which may include walking, standing, kneeling, or climbing.

Required Skills/Abilities

- Excellent verbal and written communication skills including editing. Able to communicate and work effectively with a diverse population and maintain open and responsive lines of communication with fellow staff, board members, artists, vendors, students, and the public.
- Able to work independently and collaboratively.
- Strong attention to detail and able to meet deadlines while balancing multiple projects.
- Working knowledge, from the curatorial perspective, of collections management and registrarial best practices.
- Ability to speak in public.

- Demonstrated passion for the visual arts, with a strong commitment to making art collections more accessible and meaningful to diverse audiences.
- Commitment to furthering equity efforts within the department and the organization.

Education and Experience

- MA degree in Art History, Museum Studies, Humanities, or other areas relating to the museum specialties. Applications without an MA but with equivalent years of experience will be considered.
- 3+ years of museum, gallery, or community arts programming experience
- Knowledge of historical and/or contemporary art practices, concepts, and techniques.
- Experience working with living artists helpful.
- Fluency in or working knowledge of Spanish language is a plus.
- Proficiency with Microsoft Office Suite and Adobe Creative Suite

Benefits

The Terry and Eva Herndon Assistant Curator will be paid a stipend of \$40,000/year, plus full health coverage with an option to purchase additional family coverage. The start date is June 3, 2024.

To Apply

Interested candidates should send a CV, writing sample and the names of 3 references to Curator Emily Mazzola (emazzola@fitchburgartmuseum.org) by April 19, 2024. In lieu of a cover letter, please send responses to the following questions (a paragraph is fine):

1. What do you know about the Fitchburg Art Museum's values, and how do they align with your own?
2. How would this position fit into your overarching career plans?

