

# Georgia O'Keeffe Museum

**Position Title:** Curatorial Assistant  
**Department:** Curatorial  
**Location:** Santa Fe, NM  
**Pay Range:** \$40,000 - \$43,000  
**Hours:** Full-Time, Non-Exempt

## **Position Summary**

The Georgia O'Keeffe Museum is in search of a Curatorial Assistant to join our curatorial team in supporting the museum's growing exhibitions program. Reporting directly to the Curator of Fine Art, they will be responsible for a variety of curatorial and administrative tasks including exhibition research and planning; managing contacts and correspondence; assisting with the coordination of catalogues, didactic materials, and exhibition documentation; and writing and editing exhibition-related copy. They will work closely with cross-departmental teams to support the smooth running of projects, particularly for reinstallations, exhibitions, rotations, acquisitions, and loans.

## **\*COVID-19 considerations:**

All visitors and employees are required to wear a mask. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

## **Responsibilities include but not limited to**

### Exhibitions

- Conduct curatorial research for exhibitions and publications.
- Provide general curatorial support for the Curator of Fine Art and possible guest curators.
- Work with artists, collectors, colleagues, and the O'Keeffe Museum's Registrar to facilitate loans.
- Assists with the maintenance of accurate exhibition checklists, image files, lenders, and other exhibition details.
- Support the Curator of Fine Art with research and fact-checking of exhibition descriptions and didactic materials such as wall text, labels, and member magazine and website content.
- Help ensure accuracy of information on Georgia O'Keeffe Museum publications, in print and online.
- Assist in answering external inquiries, and with out-of-office communication management as needed.
- Work with the Curator of Fine Art and the Registrar to provide logistical and administrative support in coordinating exhibitions, including traveling exhibitions.
- Work with the Curator of Fine and C&I Division Coordinator to track curatorial production schedules.
- Assist the Curator of Fine Art in managing department finances and the annual departmental budget.
- Participate in, and assists with, staff training on exhibitions, as required.

### Communications

- Occasionally work with Programs, Education, Advancement, and Communications staff to prepare and edit materials to promote, publicize, and interpret exhibitions and related public programs.
- Assist with gathering and writing exhibition-related information pertinent to grant applications, final reports, and other institutional needs.

### Programming

- Assist with coordination of logistical needs for artist/curator visits including arranging honoraria, and related logistics.
- Assist with hosting visiting artists/curators, including itineraries and transportation.

### Special Projects or Additional Duties

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

### Background and Qualifications

- BA/BFA in Fine Arts, Required
- MA in Art History, Preferred
- 3 Years' Museum experience
- Minimum 2 Year's experiencing in an assistant role
- Excellent computer skills including proficiency in Microsoft Office.

### Skills and Abilities

- Highly developed note-taking and proof-reading skills.
- Strong oral communication skills and confidence in public speaking.
- Strong attention to detail, high level of accuracy, and strong problem-solving skills.
- Ability to work effectively with staff, trustees, artists, arts professionals, and the public.
- Ability to work independently and cooperatively with cross-departmental teams.
- Skilled in establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines with minimum supervision.
- Professionalism and discretion in handling sensitive situations and matters.
- Fluency in conducting research, including accessing source materials, in library/archives, and on digital platforms.
- Ability to work quickly yet thoroughly, while adapting to last-minute changes.

### Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

*The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*