

## **Grand Rapids Art Museum**

### **Assistant Curator**

**Department:** Curatorial

**Reports to:** Associate Curator

**Travel Required:** Up to 10%

**Position Summary:** The Assistant Curator will work with the Curatorial team to create exceptional and diverse art and learning experiences through the organization of exhibitions, interpretive materials and programs that build diverse and inclusive audiences. The role will be responsible for assisting in the maintenance of GRAM's extensive collections; conducting research; providing education and offering support.

#### **Essential Job Functions:**

1. Work with other leaders to conceptualize GRAM's exhibition program, including long term visioning and planning.
2. Provide logistical and administrative coordination of exhibitions, including traveling exhibitions, by providing checklists, timelines and deadlines.
3. Research and propose original exhibition concepts to leadership.
4. Write and edit exhibition descriptions, gallery didactics and labels, website content and social media text as needed.
5. Research and make recommendations on possible accessions, gifts and purchases.
6. Research and catalog objects in GRAM's collection.
7. Develop and monitor Curatorial and exhibition budgets and report on budget projections.
8. Develop and present original interpretive gallery talks to classes, visiting groups, Museum docents and donors.
9. Other duties as assigned to support the effective operation of the Museum's Curatorial department.

**Knowledge, Skills, and Abilities:** To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 2 – 3 years' active curatorial experience in a museum or visual arts institution will be required, supported with a demonstrated knowledge of community-based art initiatives.

- Bachelor's Degree in Art History, Museum Studies or a related field with a concentration on art or design since 1850.
- Strong project management, organizational and planning skills
- Outstanding communication skills, both written and verbal.
- Demonstrated ability to foster positive working relationships with both an internal team and the external community
- Bi-lingual in Spanish is a plus

**Physical Job Requirements:** While performing this job the individual will be required to sit (25%), stand and walk (75%). Will be required to lift up to 30 pounds occasionally. Will be required to do close work with a computer monitor and perform repetitive hand movements. Must be able to communicate verbally.

Interested candidates should submit a resume and cover letter to the following email: [careers@artmuseumgr.org](mailto:careers@artmuseumgr.org)

GRAM has a strong commitment to Diversity, Equity and Inclusion