

THE JOSLYN

CURATORIAL DEPARTMENT

Job Title

Curatorial Assistant

Employment Status

Full-Time | Exempt

Location

On-Site | in person

Department

Curatorial

Reporting Responsibility

Chief Curator

Position Summary

Joslyn Art Museum seeks applicants for an endowed curatorial assistant position for a two-year term. The offers a motivated individual the opportunity to gain curatorial experience and may serve as preparation for an advanced career in a museum curatorial department or for graduate study. The Rae and Bill Dyer Curatorial Assistant will provide administrative support for the Chief Curator and assist the Curatorial and Collections Departments with both day-to-day and long-range operations, including acquisitions, loans, exhibitions, gallery rotations, collection records, research, scheduling, general inquiries, programming, and liaising with other Museum departments.

Major Duties

- Provide administrative support for the Chief Curator including formatting correspondence, scheduling meetings, tracking expenses, and making travel arrangements
- Perform basic administrative functions within the Curatorial and Collections Departments, including scheduling meetings, submitting invoices, and maintaining office supplies
- Process and maintain paper and electronic records related to the permanent collection and special exhibitions; organize files for the Curatorial and Collections Departments
- Create and manage checklist information for special exhibitions and gallery rotations
- Conduct research on acquisitions, permanent collection objects, and other topics as needed; present that research through reports, presentations, and papers as appropriate
- Assist in the writing and production of gallery labels
- Respond to internal and external research requests and public inquiries about Museum collections and individual works of art
- Assist in the development and coordination of information for marketing and communications, including print, social media, and web-based materials
- Assist with member and public programs related to the collection or special exhibitions as requested, including giving presentations and tours
- Adhere to policies and procedures as outlined in the Employee Handbook
- When interfacing with the public, ensure all visitors to the Museum have a positive experience
- Remain knowledgeable about Museum activities, services, and layout and be willing to assist any visitor
- Other duties related to your department as assigned

Minimum Qualifications

- Bachelor's degree in art history or related field
- Previous experience in an art museum or other arts or cultural institution, or demonstrated equivalent experience
- Exemplary oral and written communication skills
- Strong attention to detail and ability to meet scheduled deadlines
- Proficiency with Microsoft Suite: Word, Outlook, Excel, PowerPoint, and other standard office skills, procedures, and equipment
- Discretion in handling confidential information
- Ability to work collaboratively with colleagues across Museum departments

Preferred Qualifications

- Master's degree in art history or related field
- Proficiency in additional languages relevant to the field of study or interest
- Familiarity with standard museum collection management system, The Museum System (TMS)
- Art handling experience

Physical Qualifications

Mobility:

- Ability to navigate museum galleries, storage areas, and off-site locations to assess, install, and care for artwork, as well as to attend meetings and events in various museum areas

Stationary Tasks:

- Ability to remain seated for prolonged periods when conducting research, writing, or attending meetings
- Comfort with prolonged standing as needed for overseeing installations or leading gallery tours

Body Movements:

- Occasional bending, reaching, and kneeling to handle or inspect artworks and collections
- Dexterity to handle fragile and delicate objects with care

Physical Stamina:

- Capacity to work long hours during exhibition installations or special events, including evenings and weekends

Visual & Communication:

- Strong visual acuity required for assessing artwork condition, color, and detail

Compensation

Salary Range: \$36,000–40,000

Qualifications and experience will be considered in the compensation for this position.

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

Please submit your cover letter and CV via email to careers@joslyn.org, and include the job role in the subject line. Joslyn Art Museum believes in fostering diversity and equal opportunity as integral parts of its hiring practices, upholding its commitment as an Equal Opportunity Employer. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.

Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.