

THE JOSLYN

CURATORIAL DEPARTMENT

Job Title

Curatorial Assistant, Native American Art

Employment Status

Full-Time | Exempt

Location

On-Site | in person

Department

Curatorial

Reporting Responsibility

Curator of Native American Art

Position Summary

Joslyn Art Museum seeks applicants for a curatorial assistant position for a two-year term to support the Museum's Native American art collections and programs. The position 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 Curatorial Assistant, Native American Art will 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, engagements with Indigenous organizations and communities, meetings of the Native American Art Advisory Committee, and liaising with other Museum departments.

Major Duties

- Provide administrative support for community engagement and collaborative projects, including formatting correspondence, scheduling meetings, tracking expenses, and making travel arrangements
- Process and maintain paper and electronic records related to the permanent collection and temporary exhibitions
- Process and maintain paper and electronic records related to the Native American art collection and the Native American Graves Protection and Repatriation Act (NAGPRA)
- Organize files for the Curatorial and Collections Departments
- Create and manage checklist information for temporary 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 the Museum's Native American art collection and individual works of art
- Assist with member and public programs related to the Native American art collection or temporary exhibitions, including giving presentations and tours
- Assist in the development and coordination of information for marketing and communications, including print, social media, and web-based materials
- 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
- Adhere to policies and procedures as outlined in the Employee Handbook
- Other duties related to your department as assigned

Minimum Qualifications

- Associate degree or Bachelor's degree in Native American studies, art history, or related field
- Previous experience in an art museum or other arts or cultural institution, or demonstrated equivalent experience
- Previous experience working with Indigenous communities
- Exemplary oral and written communication skills
- Strong attention to detail and ability to meet deadlines
- Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint) and general office procedures and tools
- Discretion in handling confidential information
- Ability to work collaboratively with colleagues across Museum departments

Preferred Qualifications

- Experience learning one or more Indigenous languages and/or knowledge of Indigenous language revitalization initiatives
- Familiarity with NAGPRA legislation and guidelines
- Familiarity with standard museum collection management system, The Museum System (TMS)
- Experience with art handling practices

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: \$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.