



The Mattatuck Museum, Waterbury, CT

JOB TITLE: Assistant Curator

REPORTS TO: Chief Curator

FSLA STATUS: Full-Time, Exempt

Salary: \$45,000-\$53,000 commensurate with experience

The Assistant Curator shares responsibility for advancing the institution's curatorial mission through the research, development, and implementation of engaging and innovative special exhibitions, art and history-based projects and initiatives, and the presentation of the Museum's permanent collection. Reporting to the Chief Curator, the Assistant Curator works closely with the Executive Director, Curatorial, and Education Department staff and community partners to ensure the presentation of art and history that reflects, and is relevant to, the community, and inspires thoughtful engagement with the Museum.

PRIMARY DUTIES AND RESPONSIBILITIES

- Develops new and engaging ways to showcase art and history through exhibitions, installation, community collaborations, and initiatives that broaden the public's understanding of art and regional history.
- Coordinates all aspects of the annual *MIXMASTER* Member's Juried exhibit and the solo show awarded to its winner.
- Conducts research in the collection to enhance database records.
- Conducts research and writes labels and other gallery texts for special exhibitions the Museum's permanent collection.
- May have the opportunity to propose and independently curate special exhibitions.
- Participates in exhibition design, installation, and presentation to the public.
- Manages digital engagement for exhibitions and the permanent collection.
- Fabricates labels for exhibitions and installations.
- Presents at Museum programs related to exhibitions or the collection.
- Assists with collections-based projects both internal to the Museum and with external community partners.
- May have the opportunity to present Museum-related research in publications and/or programs.
- Spearheads proposal writing for Museum Exchange donations. Assists with grant writing to further exhibitions, collection development, collection research, and conservation.
- With Chief Curator, prepares materials for Collections Committee meetings and takes meeting minutes.
- Supports maintenance of curatorial department and library files on artists and objects.
- Identifies and researches significant trends, issues, and opportunities in art and regional history.

PROFESSIONAL PROFILE

- Ability to manage a fast-paced work environment with multiple ongoing projects and competing priorities.
- Team player who can build positive relationships both within the institution and with community partners.
- Innovative thinker who is able to identify interesting narratives about art and regional history, and effectively communicate these with the Museum's diverse audiences.
- Curious, collaborative, and open-minded learner who stays up to date on museum trends and best practices.
- Excellent written and oral communication.



- 2 years of curatorial experience in museum or gallery setting.
- Bachelor's degree in Art History, History, Museum Studies, Material Studies, Archaeology, or a related field preferred.
- Master's degree preferred.

WORKING CONDITIONS

- May work non-standard hours including weekends and holidays with prior notice.
- During installation/de-installation, expected to climb ladders, hang artwork, and lift objects weighing up to 40 pounds.
- Occasional local travel may be required.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send cover letter, current resume, and 3 professional references to: ASSISTANT CURATOR, Attn: Bill Ezarik, CFO via email to bill@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance, and professionalism, as well as to the development of a climate that supports equality and diversity.

Priority deadline for applications: February 23, 2024

Projected start date: April 1, 2024

Position open until filled.