

Curatorial Assistant

Report to: Registrar & Exhibits Coordinator	Status: Full Time/Exempt	Salary Range: \$38,000 – \$42,000 Based on Experience	Created: 1.23.2023
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The National Cowboy & Western Heritage Museum is seeking potential candidates in the position of Curatorial Assistant – Special Exhibits and Collections. The ideal candidate has prior museum or gallery art handling/packing experience, flawless attention to detail, excellent communication skills along with the ability to provide world-class service to our sale exhibition clientele. Must have (and maintain) a professional demeanor and a positive attitude, be organized, self-motivated, work with demanding clientele, and be an efficient team player. Hands-on experience working with art materials, packing, wrapping and shipping experience is considered an asset, as well as having experience with Microsoft programs, especially the use of Excel spreadsheets.

Works with Special Exhibits Art Sales Curator and Registrar in implementation of procedures, guidelines and other aspects of shipping logistics for the Museum's annual art sale shows and assists with collections management and exhibition projects.

Special Exhibitions Shipping – 60%

- Responsible for the receiving, unpacking/packing, documenting of all Art for sales. Manages all related information for the incoming and outgoing shipments of items for sales exhibitions.
- Provides coordination with other departments for the storage of crates and shipping containers.
- Contact artists, buyers, gallery personnel and out of house shipping personnel with regard to shipping of items verifying all information is accurate.
- Makes shipping arrangements in cooperation with artists, buyers, galleries through FedEx, UPS and various freight handling companies.
- Performs the invoicing/billing in collaboration with accounting of the art for buyers and sellers for shipping costs, and clerical tasks related.
- Coordinates the work of employees and interns during various phases of packing/unpacking and shipping.
- Assist with installation and deinstallation of sale shows as needed.

Collections & Exhibitions – 40%

- Assist Curatorial Department staff (Registrar, Curators, Exhibit Preparators, etc.) with collections management and/or exhibit related tasks such as collections documentation, research, gallery maintenance, temporary exhibitions, etc.

Education and Experience Requirements:

- Bachelor's degree in Museum Studies or related field.
- Museum collections and/or art handling/exhibition experience, preferred.
- Prior experience with shipment billing, preferred.
- Knowledge of the use of digital cameras and manipulation of their images.

Skills or Knowledge Required

- Must be able to communicate clearly and succinctly both verbally and in writing to artists, their representatives, buyers, and other Museum staff in a professional and pleasant manner.
- Must have the ability for managing complex and sometimes overlapping elements of different sale shows at the same time.
- Organization and project management skills needed.
- Comfortable with a relatively active work environment that may require lots of walking, standing for long periods at a time, squatting, kneeling, lifting overhead, pulling, pushing, etc.
- Must be able to lift 40 lbs.
- Will be expected to use small power tools, hand tools, lifts, carts, pallet jacks, and related machinery/tools used in unpacking and packing.

To Apply:

Send your resume and cover letter to HR@nationalcowboymuseum.org