



# PARRISH ART MUSEUM

## **PARRISH ART MUSEUM**

**JULY 2024**

**Job Title:** Associate Curator of Exhibitions

**Reports to:** Chief Curator

**Status:** Full Time Exempt

### **PURPOSE AND SCOPE:**

The Parrish Art Museum seeks a collaborative, team-spirited individual to join a dynamic curatorial department as Associate Curator. The successful candidate will possess strong art historical knowledge in one or more of the Museum's primary collecting areas (American, Modern & Contemporary); a vision for embracing new art and cultural trends and technologies; a minimum of 3 years' experience working in a curatorial department at an art museum; and a commitment to inclusive programming for diverse audiences. The Associate Curator will work with colleagues to develop and administer in a timely fashion all curatorial materials for the exhibitions calendar and schedule; research, develop, support, and manage exhibitions; actively assist with fundraising efforts; maintain records of acquisitions and loans; and participate in public programming that informs, engages, and expands audiences. This position works under the immediate supervision of the Lewis B. and Dorothy Cullman Chief Curator of Art and Education/Deputy Director of Curatorial Affairs.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Serve as coordinating curator and project manager for the 5-year exhibition calendar.
- Oversee all curatorial aspects for assigned exhibitions, including topic determination, interpretation and research, and object selection; secure loans, develop layouts, coordinate logistics for installation, create didactics and manage deadlines for text and graphics, and maintain exhibition records.
- Work closely with other curators, lead preparator, and registrar for smooth workflow within the department. Organize Department meetings and prepare necessary materials.
- Initiate and manage relations for assigned projects with institutions, colleagues, collectors, and businesses in developing exhibition contracts, quotes, checklists, and schedules.
- Be responsible for assigned exhibitions' budgets and contribute to departmental budget planning, maintain curatorial bookkeeping records, track invoices and payments.
- Contribute ideas to exhibition planning, including projects initiated by the Parrish and exhibitions originating elsewhere.
- Contribute written text and essays to exhibition publications in close collaboration with Publications Manager.
- Contribute pertinent content to other departments such as education, marketing, communications, development, and finance in a timely manner so other departments can reach their goals.
- Actively contribute to fundraising activities and assigned grant applications (including budgets and reports).
- Participate in quarterly acquisitions meetings by researching potential acquisitions as assigned and prepare write-ups to be presented to the Collections Committee.
- Support registrar in maintaining collection files in TMS and utilize best practices in collection care.
- Participate in public programs and tours, docent trainings, and staff walkthroughs.



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- Champion the Museum as a welcoming and accessible place by serving as a positive Museum representative through participation with programs, lectures, development, publicity marketing and networking activities.
- Develop, maintain, and strengthen relationships with members of the broader arts community including artists, curators, educators, writers, journalists, collectors, and cultural institutions both nationally and internationally.
- Maintain artists' lists and organize studio visits.
- Respond to and direct press inquiries.

**DISCLAIMER:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.

**QUALIFICATIONS:** M.A. or greater in art history or related field required.

**SALARY:** This position has a pay range between \$63,000 and \$67,000 per year commensurate with experience.

### **SKILLS:**

- 3+ years of full-time curatorial experience in an art museum.
- Experience coordinating all aspects of exhibitions.
- Growing expertise in at least one of the museum's collecting areas (American, Modern, and Contemporary).
- Object-based experience and knowledge of best practices for object handling and care.
- Knowledge of the latest art historical and museological research tools and methodologies.
- Experience developing and managing projects, timelines, budgets, and goals.
- Demonstrated ability to write, edit, and deliver oral and written communications that make an impact, persuade, and inform their intended audiences.
- Ability to effectively navigate through the complexity of key issues, challenges, and opportunities to affect action.
- Proactively model the importance of timely collegial interaction, personal accountability, maturity, professionalism, and exchange across disciplinary boundaries.
- Self-directed and motivated.
- Computer literate including knowledge of word processing and database software, including Adobe Suite (PDF, Photoshop, InDesign, etc.).
- Ability to perform a variety of tasks involving sitting, standing, and walking for extended periods with reasonable accommodations.
- Demonstrated ability to forge inclusive and mutually respectful, trusting, and effective relationships with a diverse group of staff, community members, and stakeholders.
- Competence and desire to implement DEAI initiatives.
- Ability to take direction from supervisor.

**INTERPERSONAL COMMUNICATIONS:** Needs to possess strong organizational and interpersonal skills. Must be approachable and responsible. Must be able to work both independently and with a variety of staff as part of a team, vendors as well as the general public. The position requires confidentiality, integrity, understanding, and high ethical standards.



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**SCOPE OF AUTHORITY:** Accepts direction from Chief Curator.

**WORKING CONDITIONS:** Work will be performed in a normal office environment. May need to work evening and weekend events.

The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ABOUT THE PARRISH ART MUSEUM:**

The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives. Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

**The Parrish Art Museum is an equal opportunity employer.**

The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

**Interested candidates should email a resume and cover letter to [hr@parrishart.org](mailto:hr@parrishart.org) with the subject line 'Associate Curator of Exhibitions'. Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, the Parrish will contact you to schedule an interview. No phone calls, please.**