

Contact: Francine Weiss, Senior Curator  
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**CURATORIAL ASSISTANT (Part-Time, 3 days/week)**

**Start Date: Immediate**  
NEWPORT ART MUSEUM

**SUMMARY:**

Come join a dynamic and close-knit team of arts professionals at the Newport Art Museum. The Curatorial Assistant assists the Senior Curator in the management and coordination of exhibitions and other museum events including temporary, loan, and permanent collection exhibitions, a biennial juried exhibition, and a community arts auction organized by multiple museum departments. The Curatorial Assistant manages the logistics of exhibitions from start to finish including arranging art shipments, coordinating shipping and other details with artists, handling aspects of loans, and keeping the exhibition installation moving along smoothly and on time. This position also helps create and maintain the installation schedule in consultation with the Senior Curator, coordinating with the Museum's team of contract art installers. The Curatorial Assistant also works closely with the Registrar to assist with aspects of exhibitions and collection as needed. This position is a wonderful opportunity to work closely with the curatorial team (including the Senior Curator, Registrar, and art handlers), artists, and works of art. The ideal candidate is enthusiastic, well-organized, flexible, works well under pressure, likes problem-solving, enjoys working with people, can wear a lot of hats and multitask, and can take challenges in stride. A passion for art and willingness to learn are important.

**This position is part-time (3 days/week).**

**RESPONSIBILITIES:**

- Assists in the preparation of all exhibition related paperwork, including loan agreements, incoming/outgoing object receipts, and also condition reports (with training).
- With the Senior Curator, creates and maintains the exhibition and installation schedules. Schedules art handlers to work and helps anticipate orders of supplies.
- Oversees the installation and deinstallation of temporary and permanent installations at the Museum, consulting the Curator and working closely with the Registrar, and keeping the installation moving along and on schedule.
- Executes a variety of research related to services, vendors, and aspects of exhibitions and gathers estimates for exhibition-related activities. Deals with outside vendors for tasks, projects, and products related to exhibitions, including signage.

- Creates exhibition labels using an InDesign template.
- Helps to track the submission and delivery of vinyl titles and texts with the designer.
- Creates and maintains exhibition checklists.
- Proofreads wall text and labels as needed.
- Helps coordinate annual community auction event and oversees a biennial juried show (organized in Slideroom).
- Assists with other curatorial tasks as needed.
- This is a part-time position and requires availability during normal business hours, as well as occasional nights and weekends.

**QUALIFICATIONS AND SKILLS:**

- Excellent verbal and written communications skills
- Excellent interpersonal skills
- Experience with Word and Excel
- Experience with InDesign and Photoshop is a plus
- Work may be performed indoors and outdoors throughout the Museum campus
- Position may require periods of walking, bending, stretching, climbing and enough physical strength to carry heavy works of art with others and smaller works unassisted
- 1-2 years of museum or related experience
- A valid driver's license
- B.A. or B.F.A. in art history, art, design, or liberal arts preferred; M.A. or M.F.A. degree in art history, studio art, or a related field is a plus.

**To Apply:**

Please include a cover letter, current resumé or CV, and three references. No phone calls please. All requests should be emailed to: [jobs@newportartmuseum.org](mailto:jobs@newportartmuseum.org), with “Curatorial Assistant” in the subject line. Applications will be accepted until the position is filled. The Newport Art Museum is an equal opportunity employer.

The Newport Art Museum was founded in 1912 on the belief that arts and culture have the power to bring diverse groups of individuals together, which ultimately promotes civic engagement and strengthens the social fabric of our communities. This core idea continues to inform our Museum's direction today. Through rotating exhibitions and permanent collection displays and exhibitions, the Museum showcases the work of contemporary artists from around the world, as well as regional artists to encourage thoughtful conversation. The Museum aims to present a “provocative diversity” of voices and media.

The Newport Art Museum's collection includes nearly 3,000 works of American and contemporary art including works on paper, paintings, photographs, and sculptures.