



Flaten Art Museum

Curatorial Assistant

Job Description

(Created 1.10.2017; Revised 6.28.2019; 9.4.2019; 4.27.2021; 1.9.2023)

DESCRIPTION:

Works closely with Flaten Art Museum (FAM) Director and Curator to support exhibition planning, communications and outreach, and website content management.

DUTIES:

- Produces dynamic visual and written web content that advance FAM's mission and vision, and maintains and manages web content using WordPress
- Assists the Director with day-to-day tasks of recordkeeping, filing, calendaring and correspondence
- Records visitor attendance, class visits, and maintains FAM mailing list
- Supports special event set-up and staffing, and attends FAM functions
- Provides assistance with marketing and outreach
- Assists with curricular collaborations to enhance exhibition and collection engagement

EXPECTATIONS:

- Adheres to college policies and procedures
- Acts with integrity as a representative of FAM and the college
- Consistently reports to work on time
- Communicates schedule changes to supervisor in advance, and reschedules if necessary
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor
- Anticipates and self-initiates recurring tasks without direction from supervisor
- Refrains from personal email and cell phone use during shifts
- Maintains confidentiality about sensitive material, including donor information, collections, museum facilities, and other material identified by supervisor in order to maintain museum security
- Completes accurate time sheet and submits for approval in a timely manner

QUALIFICATIONS:

- Detail oriented, self-motivated, initiates tasks without being asked
- Strong writing skills
- Experience with Excel, Word, Photoshop, WordPress

WORK SCHEDULE: Average of 4 hours per week between 8:00 a.m. – 3:00 p.m. Monday – Thursday

SUPERVISOR: Jane Becker Nelson, Director and Curator, Flaten Art Museum