

## **Flint Institute of Arts**

**Title:** Curatorial Assistant

**Department:** Collections and Exhibitions

**Compensation:** Full-time, exempt. The annual salary range for this position is \$36,000 - \$38,000.

**Job Summary:** Assists senior curatorial staff in all areas of their responsibilities, including collection management and exhibition support at the Flint Institute of Arts.

**Minimum Requirements:** Bachelor's degree (or degree in-progress) in visual arts, art history, art education, or related field.

### **Abilities Required**

- Strong written and verbal communication skills
- Knowledge of MS Office, Adobe InDesign and Photoshop
- Reliable transportation

### **Responsibilities**

- Assists with research, writing, and/or editing of wall labels and didactics for the permanent collection under senior staff supervision
- Assists with preparation of texts and images for marketing materials (FIA magazine, Annual Report, website, etc.)
- Oversees design, printing, and ordering of labels, didactics, and vinyl
- Maintains and updates permanent collection and exhibition files, both paper and electronically (Gallery Systems TMS database)
- Keeps Curatorial Calendar and Exhibitions Schedule updated and distributes to appropriate staff
- Prepares work orders for exhibitions and distributes to appropriate staff
- Corresponds with public about general art inquiries
- Attends exhibition- and curatorial-related events at museum and assists with set up
- Offers clerical support, including assembling slides for presentations, sending out mailings, scheduling meetings and creating agendas, exhibition catalogue support, exhibition loan support
- Offers clerical support for the department for booking travel and for visiting artists, lecturers, and couriers
- Provides transportation for visiting artists, lecturers, and couriers when needed
- Maintains records of publications, and exhibition statistics related to grant-reporting
- Orders supplies, keeps track of expenses related to areas of responsibility, and compiles receipts for the corporate card
- Other tasks as assigned by Curator of Collections and Exhibitions

PLEASE SEND A COVER LETTER AND RESUME TO SARAH KOHN, CURATOR OF COLLECTIONS AND EXHIBITIONS BY EMAIL OR MAIL. NO PHONE CALLS PLEASE.

Sarah Kohn

Curator of Collections and Exhibitions

Flint Institute of Arts

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