



Job Description – Gibbes Museum of Art

Updated: September 2022

Job Title: Curatorial and Registration Assistant

Department: Collections and Exhibitions

Reports To: Director of Curatorial Affairs

Basic & Primary Responsibilities of Position — Summary:

The Curatorial and Registration Assistant supports the museum's collections and exhibitions initiatives. This position will assist the Director of Curatorial Affairs and the Collections Manager and Registrar in all aspects of the administration and organization of special exhibitions and the care and interpretation of the permanent collection. As a member of the Collections and Exhibitions department, the Curatorial Assistant will be an integral part of a small team that manages a dynamic and evolving collection of American art and presents 6-8 special exhibitions annually. The Curatorial and Registration Assistant will work with departments across the museum, artists, lenders, and museum stakeholders.

Essential Duties and Responsibilities:

- Assists with collections care including documentation, storage, database and archival records upkeep.
- Assists with new acquisitions and deaccessions research, loan requests, and presentations before the Collections Committee.
- Assists with the administration of the museum's special exhibitions program, including managing checklists, coordinating with lenders, assisting with the production and dissemination of exhibition materials for sponsorships, marketing, and educational programming purposes.
- Assists with object condition reporting and installation logistics as needed.
- Develops interpretive content for the permanent collection and exhibitions, including materials such as didactic text, gallery guides, audio tours, online content, among others.
- Manages the image database. Duties include fielding image requests, researching artists rights, and coordinating new photography needs.
- Manages research and information requests. Duties include assisting outside researchers and serving as a liaison between the curatorial department and other museum departments with collections and exhibitions queries.

Job Requirements:

- Bachelor of Arts in Art History, History, Museum Studies or related field; degree in American art preferred.
- 1-2 years of experience providing support in a curatorial or museum setting required; 2-4 years preferred.
- Must pass a background check prior to employment.

Knowledge, Skills & Abilities:

- Knowledge of museum best practices, experience with museum collections database software, an interest in detail-oriented tasks and strong research and problem-solving skills a must.

- Excellent social skills are a must including the ability to relate in a positive manner with all cultures and socio-economic audiences.
- Excellent oral communication and presentation skills are necessary in properly articulating the mission and vision of the Gibbes.
- Proficient in Microsoft Office—Word, Excel, and PowerPoint.
- Ability to use standard office equipment (e.g., phone, copier, etc.) and current PC networking system.
- Ability to lift weight or exert force on objects up to 25 pounds.
- Ability to seize, hold, grasp, turn or otherwise work with hand or hands.

Compensation:

- Salary: \$35,000 - \$38,000 per year
- Generous paid time off
- 15 paid holidays
- 401 (K) matching
- Paid health, dental, and vision insurance
- Paid parking

Position: Full-time, Non-exempt

Please provide the following as part of your application:

- Cover letter detailing your interest in the Gibbes Museum and your qualifications (PDF)
- Resume including education and experience (PDF)

Send application by email to: careers@gibbesmuseum.org

The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.

Location: 135 Meeting Street, Charleston, SC 29401