



Curatorial Assistant Prints, Drawings & Photographs

Introduction

The Baltimore Museum of Art seeks a Curatorial Assistant to work full-time in the Department of Prints, Drawings & Photographs with three curators and a collection of 65,000 works on paper.

Responsibilities

The Curatorial Assistant will maintain departmental finances, timesheets, and mail; coordinate visits to the Samuel H. Kress Foundation Study Center for Prints, Drawings & Photographs; help with the friends group The Print, Drawing & Photograph Society; facilitate departmental responses to loan requests; maintain object files; assist with various collection management projects, including the cataloguing of new accessions; respond to public inquiries; plan events; help with exhibition research; and interface with other departments within the Museum.

The Curatorial Assistant will report to the Curator and Department Head of Prints, Drawings & Photographs.

Requirements

- Bachelors degree in Art History or Fine Arts
- Previous experience in a department of works on paper, including the handling and cataloguing of prints
- Working proficiency in Microsoft Office: Excel, Word, PowerPoint, Microsoft Outlook, Adobe Photoshop
- Working proficiency in collections management databases, especially The Museum System (TMS)
- Familiarity with the history of printmaking
- Good writing and communication skills

Skills:

- Ability to work independently
- Ability to work well within a small team
- General fitness for lifting and moving heavy solander boxes

Benefits:

For this full-time, exempt position, we offer medical, dental, vision, and prescription insurance; 403b retirement plan; long-term disability insurance; flexible-spending accounts; flexible and condensed work scheduling; Museum and restaurant discounts; and reduced-fee gym membership. We also provide paid vacation, personal, sick, and holiday leave.

To Apply:

The BMA is an equal-opportunity employer and a drug-free workplace. Please send cover letter and resume via email to HR@artbma.org with **"Curatorial Assistant" First and Last Name** in the subject line.

Incomplete application materials will not be considered.

No phone calls, please.