



Assistant Curator

Summary:

The Katonah Museum of Art (KMA) seeks a dynamic and collaborative Assistant Curator. Reporting to the Executive Director (ED), the Assistant Curator plays a vital role in advancing the KMA's mission to create a more empathetic society through the transformative power of art.

The Assistant Curator will support exhibitions curated by the Executive Director and outside curators, artists, and scholars. They will also have the opportunity to research, create, and organize their own exhibitions. Additionally, they will design, promote, and implement creative and engaging public programs that will help to deepen and broaden understandings of the topics and ideas presented.

Duties & Responsibilities:

- Generating original research/content for exhibitions and supplying creative input on exhibitions organized by the ED and other curators and scholars.
- Identifying and managing traveling exhibitions.
- Compiling checklists, designing installations, developing floor plans, researching and securing loans, coordinating tour schedules, and performing other related responsibilities.
- Developing written and web-based exhibition materials, including catalogue essays, exhibition brochure text, labels, and didactic texts.
- Working with the Registrar and Museum leadership to create and track exhibition and program budgets.
- Coordinating with artists and external contacts such as outside curators, galleries, and other institutions.
- Liaising with Board Members, Emeriti, and collectors.
- Collaborating with the Marketing and Digital Media Coordinator to generate press releases and social media and calendar copy.
- Conceiving, publicizing, and executing public programs including panels, artist-led events, performances, tours, workshops, and other programs.
- Working with the Development Department on grants and supporting fundraising and cultivation initiatives including programming for Director's Circle members.
- Collaborating with the Education Department on educational materials/concepts and co-leading docent trainings.

Qualifications:

- An advanced degree in art history, curatorial studies, or the equivalent, and two to five years or more of professional experience curating and designing visual art exhibitions for museums, galleries, or non-profit art spaces. Experience in organizing loan exhibitions is a plus.
- Ability to adapt and produce results on multiple projects with shifting priorities.
- Excellent written and verbal communication skills.
- An enthusiastic attitude and ability to work collaboratively across departments with a small team.

Compensation and Employment Benefits:

Salary is \$55,000-\$60,000 plus benefits

The Museum offers a comprehensive roster of benefits including medical and dental insurance, a retirement plan, paid holiday and vacation time and remote work opportunities, among other benefits.

The advertised pay scale is not a promise of a particular wage for any specific employee. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to the candidate's experience, education, special licensing or qualifications, and other factors.

Application:

Interested candidates should submit a cover letter, CV, two writing samples, and two exhibition & associated public program proposals to jobs@katonahmuseum.org. Please include "Assistant Curator" in the subject line and indicate where you saw the job posted.

The Katonah Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, gender, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation. Applications from BIPOC, persons with disabilities, women, LGBTQ+, and other underrepresented applicants are encouraged to apply.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is unlikely that someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this role.

About The Katonah Museum of Art:

Established in 1954, the Katonah Museum of Art is a non-collecting institution accredited by the American Alliance of Museums. Dedicated to the promotion and understanding of visual art and cultural heritage through exhibitions and education programs, the KMA is committed to presenting exceptional art from across cultures and time periods, pre-modern to contemporary. The KMA mounts three to four exhibitions annually, covering a broad range of art and humanities while responding to the most critical issues of our time through a bold and vigorous lens. The institution offers lectures, films, workshops, concerts, and other events for a general audience; and presents innovative and substantive programs for over 100 member schools. The KMA Learning Center is the only interactive space in Westchester County where children can come on a daily basis to explore and create art. Designed by eminent Modernist architect Edward Larrabee Barnes, the intimate museum building is nestled in the surrounding landscape, inviting light and natural beauty to its atrium and galleries. It perfectly ascribes to Barnes' ideals of simplicity and functionality. The Katonah Museum of Art serves as a welcoming and anchoring cultural institution within its local community, for all ages and backgrounds, as well as for frequent visitors from New York City, Westchester County, and the Tri-State Area.

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ABOUT KATONAH:

About 50 miles north of New York City, on the Metro North Harlem Line, the KMA is located in Katonah, New York, a hamlet in the Town of Bedford with a rich historical past and a vibrant present. Katonah is a walkable residential town with main street vitality, a burgeoning gallery scene, and an abundance of community organized cultural programming. It is also home to the Caramoor Center for Music and the Arts and the John Jay Homestead and is positioned as a gateway to the Hudson Valley serving as an anchor to the Tri-State arts region.