

Museum of Fine Arts-Washington County
401 Museum Drive, Hagerstown, MD 21740
301-739-5727 wcmfa.org

CALL FOR APPLICANTS

DEADLINE: July 31, 2020

Curatorial Assistant

Part-time, Temporary, Grant-Funded Position

The Curatorial Assistant's role in the National Endowment for the Humanities (NEH) Arts and Humanities Programming and Virtual Access grant will be assisting the Curatorial and Education staff with implementation of online access to programs and art collections.

The specific tasks assigned will be related to assisting with exhibition planning and implementation, assisting with online educational programming, and assisting with transfer of digital collections images to the museum's website. The Curatorial Assistant will work under the supervision of museum staff at all times. The Curatorial Assistant will provide support throughout all projects with exhibitions, and educational programs.

For more information, visit wcmfa.org/

Hours and Pay:

The Curatorial Assistant work 667 hours between July 15, 2020 and December 30, 2020 at a rate of \$25 per hour for a total of \$16,675.00.

Background checks and drug test are required.

Qualifications for the Curatorial Assistant:

- Bachelor's degree in art history, studio art, museum studies, or other related field
- Two (2) years' experience in collections management projects;
- Experience with Microsoft Office Suite and web applications; demonstrate willingness to learn new programs as required.
Knowledge of online databases, especially PastPerfect, collections management practices, art handling
- Ability to work harmoniously and effectively with others, independently as well as part of a team and to exercise discretion, initiative, and judgment;
- Attention to detail
- Ability to stand for prolonged periods, reach, step on step stools/ladders, push and pull shipping/packing crates, and carry artwork and artifacts weighing up to fifty (50) pounds.

How to Apply:

Submit a cover letter, 2 references, resume/CV, and college and/or graduate school transcripts to info@wcmfa.org.