

## **Curatorial Associate**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

The Curatorial Associate oversees the organization and implementation of exhibitions and associated projects (including publications and websites) from initial research stages through content development and production. Serving as the liaison between all external consultants (exhibition and graphic designers, outside curators, editors) and internal departments, the CA facilitates communication regarding all facets of exhibition development. The individual in this position also actively participates in discussions concerning narrative development and plays a critical role in editing text, researching content and objects, and locating and obtaining graphic elements.

### **Roles and Responsibilities:**

#### **Exhibition Content Development**

- Create and maintain exhibition object lists, obtaining additional information (dimensions, reference images, display requirements) as necessary
- Conduct topical research and locate additional imagery and objects for display in exhibition as needed
- Create basic object labels
- Facilitate interdepartmental conversations concerning A/V and interactive elements
- Work with exhibition registrar by writing loan letters and ensuring exhibition displays meet registrar requirements.

#### **Exhibition Production**

- Create and manage project schedule
- Coordinate exhibition design meetings and interdepartmental meetings regarding exhibition development, ensuring effective communication among in- and out-of-house stakeholders including exhibition and graphic designers, curators, registrars, fabricators, Director of Exhibitions Installation, and Manager of Exhibition Installation.
- Manage text development workflow and edit/proofread exhibition texts in Word doc form and in layout, as well as approving printer proofs and final products
- Work with Director of Exhibitions Installation to ensure communication with exhibition designers.
- Secure rights and reproductions for imagery and film
- Establish and monitor exhibition production schedules
- Work with exhibition and graphic designers to provide relevant information such as dimensions and display requirements for creating exhibition layouts, review layouts for accuracy, and communicate changes effectively.
- Actively oversee exhibition installation in the gallery

#### **Administration**

- Maintain exhibition budgets and execute check requests as necessary
- Manage physical and digital exhibition files
- Create final script of text and supply exhibition-related content to marketing team, education department, and docents
- Other duties as assigned

**A successful candidate will have:**

- Master's degree in Museum Studies, Public History, or a related field, or equivalent work experience
- Extensive hands-on experience in managing complex projects—ideally in a museum setting
- Excellent computer skills, especially fluency with Excel
- Superior research and writing skills
- Ability to work on multiple projects simultaneously
- Self-motivated, organized, and highly detail-oriented
- Ability to work independently as well as in a collaborative environment.

**BENEFITS**

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

**HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Curatorial Associate** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*