Curatorial Assistant

The MIT List Visual Arts Center seeks a part-time Curatorial Assistant to assist curatorial staff on all aspects of the List Center’s temporary exhibitions, publications, and stewardship of MIT’s Student Lending and Public Art Collections. Working independently, under the guidance of curatorial staff, the Curatorial Assistant will take an active role in supporting the day-to-day directives of their supervisors. The Curatorial Assistant will also be responsible for a variety of curatorial and administrative tasks which include assisting with exhibition-related research, planning, programs, and events; managing contacts and correspondence; assisting with the coordination of catalogues, interpretive materials, checklists, and exhibition documentation; and writing and editing selected exhibition-related texts. The Curatorial Assistant may also be invited to propose curatorial projects, programs, or contribute writing to publications.

2–3 days per week (in person)
The Position reports to the List Center Assistant Curator.
This is a temporary contract position (up to one year) compensated at $28/hour and engaged through the MITemps Program, managed by nextSource.

Responsibilities

- Assist with all aspects of exhibitions, including scholarly research and writing on subjects including artists, historical periods, social contexts, theoretical keywords, specific artworks, locations of artworks, photograph sources, etc.
- Assist with the maintenance of accurate exhibition checklists, image files, lender lists, and other exhibition details.
- Helps curators to create, coordinate, and edit exhibition descriptions and interpretive materials such as wall texts, labels, exhibition brochures, other exhibition-related signage and website content.
- Obtains permissions and copyright clearance for images for publications and ensures that accurate credit lines are used in List Center publications.
- Works with Curators and Marketing & Communications staff to coordinate departmental copy and image deadlines for seasonal programming announcements.
- Assists with gathering and writing exhibition-related information pertinent to grant applications.
- Answers requests for the use of images or archival materials from List Center exhibitions from external researchers or publishers.
- Prepares and disseminates final documentation packets for all List Center exhibitions.
- Participates in and assists with staff training on exhibitions.
- Assists with coordination of logistical needs for artist/curator visits including working with the Financial Assistant to arrange honoraria, travel, lodging, meals, and any event-related logistics.
- Assists with hosting visiting artists/curators, including arrangement of itineraries, accommodation and transportation.
- Helps create PowerPoint/Slides for various presentations to staff and board as needed.
- Participates in and assists with staff training on exhibitions as required, providing exhibition-related materials to the Public Programs and Visitor Services staff.
Qualifications
The ideal applicants hold or currently is pursuing an MA in art history, curatorial studies, or a related field, preferably with a focus in contemporary art, or be approaching their final year of such a degree program. They must be authorized to work in the US and able to commit for a 12 month period.

The successful applicant will also possess: superior research and writing skills; strong organizational skills and attention to detail; a working knowledge of common computer software and office procedures and equipment; an ability to be proactive, use independent judgment and initiative; prior experience working in an office environment; and an enthusiasm for contemporary art and a curiosity about the role of visual arts institutions.

To Apply:
Send a CV, cover letter, and a short writing sample (600 words or less) pertaining to contemporary art as a single PDF attachment to listinfo@mit.edu no later than July 16. Please include “Curatorial Assistant” in the subject line.