

Corning Museum of Glass Position Summary

Title: Curatorial Assistant
Status: A&T, Full-Time, Three-year appointment
Reports to: Curator of American Glass

Summary:

As a member of the curatorial team, the Curatorial Assistant will assist in all areas of responsibility including acquisitions, exhibitions, cataloguing, and research of the collection of The Corning Museum of Glass. Collaborates with staff from departments across the Museum, including the Rakow Research Library, Collections, Education, Marketing/Communications, Digital, and other departments as needed.

Responsibilities:

- Assists curators in researching and coordinating information for exhibitions, publications, and interpretive projects.
- Assists in writing and facilitating production of labels.
- Assists curators in acquisition proposals.
- Assists in the development and coordination of information for marketing and communications, including digital/AV, social media, and web-based materials.
- Enters data into the MultiMimsy system regarding objects in the collection.
- Assists the curators in answering questions from the public about the collection.
- Assists in periodic surveys or inventories of the collections.
- Works with the Registrar's staff as requested to organize glass in the offsite storage facility.
- Supplies information about the collection to the Education Department as requested and assists in creating programs around the collection.
- Provides tours of the collection.
- With the curators, facilitates visits from scholars and collectors who wish to examine the collection.

Qualifications:

- Master's Degree, preferably with an emphasis on material culture or decorative arts.
- Excellent research and organizational abilities.
- Excellent written and verbal communication skills.

- Knowledge of glass desired.
- Knowledge of foreign languages desired.
- Knowledge of Microsoft software products.
- Knowledge of MultiMimsy software or the ability to learn it.
- Ability to represent the Museum in a professional manner.
- Ability to work independently and as part of a team.

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