

Curatorial Fellow

Full-Time Temporary, July 2018 – July 2020

Reporting to the Steven and Ann Ames Curator of Drawings and Prints

The primary role of the incumbent is to support the Sondra Gilman Study Center—a storage, research, and display facility for the majority of the Museum’s collection of over 18,000 drawings, prints, and photographs. The Fellow will work closely with members of the Conservation and Exhibitions & Collections Management departments in managing the day-to-day operations of the Study Center, and with the Curatorial team on various tasks related to the research, stewardship, and display of the collection. The Fellow may also have the opportunity to assist in the development of a permanent collection exhibition.

Responsibilities include:

- Providing access to requested collection items and supervision of Study Center visitors, ensuring the safe viewing and handling of the Museum’s works on paper collection
- Serving as the key correspondent for curators, scholars, students, and artists interested in viewing drawings, prints, and photographs in the Museum’s collection
- Assisting with a range of curatorial projects and tasks for various curators, including exhibition and collection research, acquisition processing, preparation and writing of didactic texts, checklist and database management, and administrative duties
- Working with Conservation and Exhibitions & Collections Management to pull and track the movement of artworks and prepare artworks for viewing
- Managing the Study Center's calendar for internal meetings and external appointments
- Presenting informal talks on the Museum’s permanent collection and Study Center
- Developing programming to increase the profile and public awareness of this resource

Job requirements:

- B.A. with specialized knowledge of twentieth- and twenty-first-century art (M.A. and/or prewar experience a plus)
- Demonstrated interest in a career in curatorial, collections management, conservation, or related museum field
- Outstanding organizational, writing, research, and communication skills, with sharp attention to detail
- Ability to work both independently and as a member of a team and handle several deadlines simultaneously
- Experience with The Museum System (TMS) and Microsoft Office preferred
- Ability to handle works on paper and lift moderately heavy boxes

Please send resume and cover letter to: hr@whitney.org and write “Curatorial Fellow” in the subject line of the email.

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