



## Position Description

### Assistant Curator

#### About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

#### About the Role

The Assistant Curator specializing in Contemporary Practice at the Museum of Contemporary Art Detroit (MOCAD) is a key member of the Curatorial Department. Their scope of work encompasses assisting the senior curator and Artistic Director at the museum with various tasks that ensure the presentation of world class exhibitions. The assistant curator supports the planning and implementation of new exhibits, oversees permanent galleries, helps create educator guides, and supports the marketing efforts of the museum. They work collaboratively with the exhibitions team to ensure the successful mounting of any exhibitions presented by MOCAD. They are expected to be a representative of the museum and will respond to inquiries from the public. In addition to assisting the senior curator and artistic director across exhibitions, under the guidance of said leadership the assistant curator is responsible for the mounting of at least one exhibition per year. The Assistant Curator specializing in Contemporary Practice focuses on exhibitions such as sculpture, painting, textile, ceramics exhibitions as translated from traditional artforms to the contemporary landscape.

#### Classification

Status: Full-time, Exempt.

#### Compensation

\$45,000-50,000

#### Schedule

Monday-Friday; some evening and weekend hours as needed. In-office vs at-home schedules are staggered at present due to pandemic safety guidelines.



## Reports To Artistic Director

### Direct Reports

None

### Responsibilities

#### Scope of Position as oriented towards assigned curatorial projects

- Assist in research for exhibitions, publications, and programs and share said information with the curatorial and exhibitions departments.
- Assistant in all phases of exhibition development from conceptualization to implementation while working closely with the Exhibitions and Facilities Manager and Coordinator.
- Communicate with the Exhibitions Coordinator to assist with the maintenance and tracking of exhibition checklists.
- Assist the Senior Curator and Artistic Director in the creation of any publications, hand-outs, or labels related to assigned exhibitions while holding editorial oversight and adherence to style standards.
- Support marketing efforts including putting together materials for public dissemination, such as Bloomberg connects, exhibition invitations, smart city kiosk and speaking engagements. Assistant Curator will take lead on their projects.
- Liaise with the design team to source, appoint and commission external agencies/freelancers related to ephemeral materials for exhibitions.
- Work with the Exhibitions Coordinator to secure any permissions and copyright for exhibitions related materials.
- Assist the Senior Curator and Artistic Director in gathering and formatting of materials related to exhibitions-based grants and funding opportunities.
- Be available to assist the Exhibitions Coordinator in the dissemination of contracts should they need artist information.
- Make, verify and deliver itineraries for visiting artists and curators related to curatorial initiatives. Assistant Curator is responsible for reimbursements of visiting artists and curators.
- Coordinate with Exhibitions and Community Engagement Departments on how the public may engage with upcoming exhibitions.
- Assist the Curatorial and Exhibitions teams in the tracking of budget expenditures as needed or requested.
- Assist with the procurement of artwork for the MOCAD annual gala exhibition.
- Assist with artist outreach for upcoming exhibitions or as assigned by the Senior Curator and Artistic Director.
- Maintain and archive curatorial department files for each curatorial initiative including exhibition documentation, texts, vinyl and ephemeral materials.
- Develop and deepen curatorial research in south-eastern Michigan that prioritize diversity, equity, inclusion and accessibility.
- Will lead on one exhibition per year under the guidance of the Senior Curator and Artistic director, while supporting other exhibitions as assigned.
- Work with contractors as needed in the production of exhibitions and exhibition related public programs.



- Represent the institution, and participate in tours, community conversations, artist talks and off-site community events.
- Other duties as assigned.

#### Qualifications:

- A Master's degree in Fine Arts, Art History or Arts Management or a minimum of four years of experience in curating or organizing exhibitions in a named curatorial role.
- At least two-years of work experience in a museum, gallery or arts non-profit setting.
- Ability to highly perform detail-oriented work with expediency, accuracy, and efficiency.
- Ability to work in a fast paced and exciting environment.
- Experience writing and copyediting a variety of texts, including exhibition texts and labels.
- Excellent computer skills, including the most recent versions of Google Suite and Microsoft Office applications —Word, Excel, PowerPoint, etc.
- Experience conducting object-based research, including bibliography, provenance, and exhibition history desirable.
- Ability to interact with staff, patrons, dealers, artists, and trustees in a professional manner.
- Team player who knows how to balance working individually and collaboratively.
- Ability to maintain strict confidentiality.
- General administrative and project management skills.
- A proven record of working with diverse populations of artists and communities.
- Previous experience with public speaking, programming and facilitation.
- A solution oriented approach to problem solving

#### Desired Skills and Experience

Organizational skills  
Strong communications skills  
High discretion and ethics  
Skilled at conflict resolution  
Ability to adapt to the use of new technology tools as needed.

To apply for this role, please email your resume and cover letter as a PDF to [jobs@mocadetroit.org](mailto:jobs@mocadetroit.org) by June 2, 2023. Unfortunately, we are unable to respond to inquiries about hiring or this position.