



International African American Museum

Curatorial Assistant – Position Description

Position Overview

The IAAM curatorial assistant will work directly with the Chief Curator and support all work of the curatorial department. They will assist in producing, reviewing, and editing research briefs, label scripts, and other IAAM content related materials. Additionally, the curatorial assistant will collaborate on the development of departmental processes and procedures. They will interact with scholars, board members, volunteers, as well as our future audiences. They will also regularly communicate with object lenders and donors and represent IAAM at conferences and meetings, among other tasks and responsibilities.

The ideal candidate will be creative, engaged, possess the ability to work independently, and be motivated to share history and culture people of African descent with the Museum's diverse audiences.

Duties and Responsibilities:

- Provide research assistance and general support to the Chief Curator, IAAM staff and external researchers, curators, etc. on topics, themes, and events relevant to the work of IAAM. This will include accessing in-house resources and those of other local, national, and international repositories, museums, and/or cultural institutions.
- Conduct regular research with some assistance from the Chief Curator on topics and objects and/or collections related to Museum projects.
- Create exhibition and object research files/notebooks, written reports, and database entries.
- Assist with planning, research, and execution of portions of exhibitions and related publications and programs.
- Work closely with Chief Curator and other curatorial staff in preparing and tracking internal acquisitions process, researching incoming objects and preparing justifications, securing images, and updating acquisition records.
- Respond to inquiries about the museum collection, manage and track external exhibition proposals and inquiries, and confer with Chief Curator and other curatorial staff as needed.
- Create and maintain curatorial files, notebooks, and other documentation (e.g. meeting notes), and prepare presentations for diverse constituencies related to curatorial and Museum projects.
- Provide support in creating a social media presence for IAAM curatorial initiatives.
- Provide some general administrative support for the Curatorial department and/or other departments as needed.

Required Qualifications:

- Bachelor's degree in History, African American Studies, or related Humanities field
- Proven ability to conduct research in diverse repositories is required
- Excellent oral and written communication skills are required (writing sample will be requested)
- Self-starter with strong interpersonal skills
- Proficiency in Microsoft Office Suite

Highly Desired/Preferred Qualifications:

- Two years' experience in a museum curatorial department or Master's degree in relevant field
- Some experience with database management and/or collections management systems, e.g. The Museum System (TMS)
- Knowledge of South Carolina and/or the Low country
- Familiarity with social media applications

Recruitment and Application Process:

- Term: Full-time; permanent position
- Start date: for selected candidate, as soon as possible but no later than July 1, 2019
- Compensation range: \$35,000-40,000
- Benefits including: medical, dental, vision, 403b retirement contribution, paid vacation and sick leave
- Parking is not available
- Some travel will be required

To Apply: Please send the following documents to resumes@iaamuseum.org: cover letter, resume, three references, and a short writing sample (no longer than 3 pages). Please attach these documents to an e-mail message with this subject line: Curatorial Assistant.

The International African American Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workforce and does not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.

About the International African American Museum

Located on one of the most sacred sites of African American history, the International African American Museum (IAAM) in Charleston, SC will be a museum, memorial, and site of conscience that commemorates the foundational role that Africans and their descendants played in the making of America. It will be one of the most important historical and cultural institutions in the country - presenting critical history and programming that will have meaningful social impact