



**OUR MISSION** To honor the untold stories of the African American journey at one of our country's most sacred sites.

## WE ARE RECRUITING A CURATORIAL ASSISTANT

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The International African American Museum in Charleston, South Carolina seeks a dynamic and effective museum professional to serve as Curatorial Assistant/Object Researcher. Located on Gadsden's Wharf, the museum is scheduled to open in early 2022.

All inquiries, nominations and applications may be directed to [resumes@iaamuseum.org](mailto:resumes@iaamuseum.org). Applications will not be accepted unless submitted in compliance with the guidelines in this position description. For more information about the International African American Museum, please visit [www.iaamuseum.org](http://www.iaamuseum.org).

## THE POSITION

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The museum's curatorial assistant will report directly to the Chief Curator and support all work of the curatorial department. As the Museum approaches opening, the curatorial assistant will play a primary role in identifying and assisting with the procurement of objects for the inaugural exhibitions. She or he will regularly communicate with object donors, lenders, and identify relevant auctions and sales of needed objects. In addition, the curatorial assistant will provide research assistance for all museum content-related materials and collateral and collaborate with other curatorial team members on the development of departmental processes and procedures. She or he will interact with scholars, board members, volunteers, as well as our future audiences. The curatorial assistant will represent the museum at conferences and meetings when appropriate, among other tasks and responsibilities.

The ideal candidate will be creative, collegial, thoughtful, and possess the ability to work independently and to engage with a diverse range of people. He or she should have experience researching and handling museum objects and be motivated to share the history

and culture of people of African descent with the Museum's varied audiences.

### Duties and Responsibilities

- Assist in identifying and researching objects for potential display in the Museum's opening exhibitions.
- Regularly communicate with potential donors, collection repositories, auction houses, and other lending institutions during object procurement process.
- Provide research assistance and general support to the Chief Curator, museum staff and external researchers, curators, on topics, themes, and events relevant to the work of the museum. This will include accessing in-house resources and those of other local, national, and international repositories, museums, and/or cultural institutions.
- Create exhibition and object research files/notebooks, written reports, and draft database entries.

## THE POSITION (continued)

- Work closely with the Chief Curator and other curatorial staff in researching and tracking incoming objects, preparing justifications, securing images, and updating acquisition records.
- Respond to inquiries about museum collecting, manage and track external exhibition proposals and inquiries, and confer with the 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 various constituencies related to curatorial and Museum projects.
- Provide support in creating a social media presence for curatorial initiatives.
- Provide some general administrative support for the Curatorial department.

### Qualifications

- Bachelor's degree in History, African American Studies, or related Humanities field
- Two years' experience in a museum curatorial or collections department
- Proven ability to conduct research in diverse repositories is required
- Experience handling and documenting museum objects
- Excellent oral and written communication skills are required (a writing sample will be requested)
- Self-starter with very strong interpersonal skills
- Ability to travel to assess objects and donation offers
- Proficiency in Microsoft Office Suite
- A proactive and collaborative work ethic

### Highly Desired/Preferred Qualifications:

- Master's degree in relevant field
- Some experience with database management and/or collections management systems
- Knowledge of South Carolina and/or the Low country
- Familiarity with social media applications

### About the Position

- This is a full-time, permanent position
- Start date: as soon as possible but no later than August 1, 2020
- Compensation range: \$40-45K
- Benefits include medical, dental, vision, 403b retirement contribution, paid vacation, and sick leave
- Regional travel is required

### Recruitment and Application Process:

To Apply: Please send the following documents to [resumes@iaamuseum.org](mailto:resumes@iaamuseum.org): brief cover letter describing your interest in the position and resume outlining relevant work experience. Please attach these documents to an e-mail message with this subject line: Curatorial Assistant. References and a writing sample will be requested of candidates invited for an interview.

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.