

May 4, 2022

Position: Stanley Museum of Art Curatorial Research Assistant

Appointment: 10-12 hours/week

Term: June 20, 2022 – June 10, 2023, with potential for renewal

Compensation: \$17/hour

Position description: The University of Iowa Stanley Museum of Art seeks applications for the position of Curatorial Research Assistant. The Stanley Museum of Art permanent collection encompasses over 16,000 objects from around the world and includes one of North America's most important collections of historical African art. The Curatorial Research Assistant reports to the Curator of African Art and will be vital to the success of curatorial matters related to planning, communication, exhibitions and collections research, and administration. Occasional assistance may be required during evening and/or weekend events.

Duties and responsibilities:

- Preparation of checklists for exhibitions and related projects
- Written research for collection objects, proposed acquisitions, and exhibition didactics
- Maintaining accurate records for museum archive (collections database, object files, etc.)
- Implementing exhibition layout plans with 3D modeling software (SketchUp)
- Attends and participates in exhibition-related programs
- Coordinating and corresponding with artists, guest speakers, dealers, lenders, art institutions, and collectors
- Assistance with identifying and submitting grant applications
- Administrative assistance as needed

Knowledge, Skills, Abilities:

- Excellent written and oral communication skills; ability to work effectively and diplomatically with staff, faculty, students, trustees, artists, arts professionals, press, and the public.
- Ability to represent the museum with a high level of integrity and professionalism, adhere to museum policies, maintain confidentiality, and support management decisions in a positive, professional manner.
- Strong proficiency in using Microsoft Office and Adobe Creative Cloud software, especially Word, Excel, PowerPoint, Outlook, Zoom, Acrobat, and Photoshop
- Working knowledge of art history, including the historical arts of Africa
- Excellent organizational skills, attention to detail, and ability to multitask and thrive in a team-oriented environment.

Minimum qualifications: For the duration of this appointment, the assistant must retain enrollment in an undergraduate program at the University of Iowa (Art History, preferred). Bonus: reading proficiency in French.

Application procedure: To apply for this position, please provide a cover letter, CV, and contact information for three references to stanley-museum@uiowa.edu.