

# Nasher Sculpture Center

## Curatorial Assistant

Posted 1 April 2024

### Job Description

The Nasher Sculpture Center is seeking a Curatorial Assistant who will partner with the curatorial staff in carrying out the duties of the curatorial department. These include both supporting and conducting independent research on the permanent collection, acquisitions, exhibitions, and publications, as well as curatorial responsibilities in relation to advancement, community partnerships, conservation, registration, education and membership programs, installation planning, and public relations. This position will be expected to maintain existing relationships and collaborations with local, national, and international partners, and cultivate relationships with artists, galleries, and dealers.

The Curatorial Assistant will report to the Chief Curator and will work closely with the Curator and Senior Curator, as well as the Head Registrar, Associate Registrar, and Conservator.

### About Nasher Sculpture Center

Located in the Dallas Arts District, Nasher Sculpture Center is a nonprofit, community-supported museum whose mission is to be an international focal point and catalyst for the study, installation, conservation, and appreciation of modern and contemporary sculpture. Since 2003, more than 2 million people have visited the Nasher's galleries and garden.

### Duties and Responsibilities

- Write and edit catalogue entries, didactic materials, and label copy for both permanent collection installations and exhibitions. Participate in the content- and copy-editing of these materials and others, such as press releases, publications, and website postings.
- Conduct ongoing research of works in the permanent collection and possible acquisitions. Complete acquisition memos/provenance worksheets for works pending acquisition into the museum's permanent collection.
- Participate in the organization and planning of exhibitions by working closely with external and internal curators and scholars.
- Curate small exhibitions or re-installations of the permanent collection, as assigned by the Chief Curator.
- Coordinate Nasher Public installations, both onsite and offsite, with the potential to curate these, as assigned by the Chief Curator.
- Support Nasher Prize activities and administration.
- Give gallery talks, presentations, docent lectures, and tours of the permanent collection and current exhibitions. Conduct public, scholarly lectures and conversations.
- Contribute articles for Nasher Magazine when requested.
- Support the curators as needed, including research and responding to curatorial queries.
- Some travel, nationally and internationally, may be required for research and courier trips, as assigned by the Chief Curator.

## Qualifications

- Master's degree in Art History, with a specialization in Modern or Contemporary art, and a minimum of one year of relevant experience are required. Experience with Modern and Contemporary sculpture preferred.
- Experience conducting research for a museum is highly desirable.
- Proficiency in speaking, writing and reading Spanish, French, or German is preferred.
- Experience with Microsoft 365 and TMS is preferred.

## Knowledge, Skills, and Abilities

- Candidate must have excellent written and verbal communication skills. Must also have excellent interpersonal skills to effectively interact with a wide range of constituencies in a diverse community.
- Candidate must possess strong organizational, planning and time management abilities. Must be detail-oriented and produce accurate work.
- Candidate must be able to work independently with minimal supervision and also work collaboratively with internal departments and external parties.
- Candidate must be willing and able to work some evenings and weekends as required by exhibitions, special events, and tours. Must be willing and able to travel occasionally for courier trips or research.

## Remote Work

The Nasher Sculpture Center has an "on-site first" work preference for most positions and staff; however, the Nasher recognizes that some positions have the ability to work remotely at times when their scope of responsibility does not require interaction with exhibitions, on-site resources, vendors, or museum visitors.

Eligibility and the extent of remote work is determined on a position-by-position and person-by-person basis at the sole discretion of management.

## Compensation

This is a full-time, exempt salaried position with an approximate starting annual pay range of \$50,000 - \$60,000. The Nasher offers a robust benefits package which includes medical, dental, and vision insurance; 401(k) with employer match; and generous paid time off.

## Application Instructions

Please submit a cover letter and resume to:

Jed Morse, Chief Curator  
[jmorse@nashersculpturecenter.org](mailto:jmorse@nashersculpturecenter.org)

Applications will be accepted on an ongoing basis until the position is filled. **However, priority will be given to candidates who apply by April 22.** Finalists may be asked to provide professional references and work samples. A background check will be conducted prior to hiring.

The Nasher Sculpture Center is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, color, religion, national or ethnic origin, age, sexual orientation, gender identity, marital status, protected veteran status, disability status, or any other characteristic protected by law.