

## The University of Texas at Austin Job Posting

**Job title:** Exhibits and Material Culture Assistant (Assistant Curator)

**Apply at:** <https://utdirect.utexas.edu/apps/hr/jobs/nlogon/180727010602>

**FLSA status:** Exempt

**Posting number:** 18-07-27-01-0602

**Date available:** 12/01/2018

**Position duration:** Funding expected to continue

**Position open:** to all applicants

**Monthly salary:** \$4166

**Hours per week:** 40.00 Standard from 800AM to 500PM

**Location:** Austin (main campus)

**Hiring department:** Briscoe Center for American History

**Number of vacancies:** 1

**Purpose of position:** To assist with care and management of the Briscoe Center for American History's exhibits and material culture program held in onsite collections as well as remote sites.

**Essential functions:** Assist in developing several exhibitions simultaneously. Assist in overseeing all aspects of the exhibit: concept, design, fabrication, production, installation and maintenance. Assist in maintaining exhibit installations and object rotations in Briscoe Center galleries and remote sites. Act as exhibits registrar: tracking object moves, organizing exhibit information, assist with exhibit development with a focus on object handling and management. Assist in managing material culture collections, including cataloging, rehousing, and storage. Facilitate loans and loan renewals of material culture objects. Assess and plan for conservation needs and manage transfer of objects between facilities. Manage ongoing fine arts collections survey and adapt data for content management system. Assist in coordination and review of specifications for contracts and assist in managing private contractors. Assist in preparing project timelines and ensuring that milestones are met. Assist in preparing and managing regular exhibit budget reports and advise Curator accordingly. Work in association with support staff. Conduct ongoing technical reviews for Winedale quilt collection. Develop and manage annual traveling quilt exhibit in consultation with external and internal stakeholders, including volunteers and remote site staff. Facilitate donations of material culture and research visits to material culture collections. Develop and manage de-accessioning strategy. Other related functions as assigned.

**Licenses:** Class "C" Operator's Driver's License. Applicant selected must provide a current three year Driving Record from the current state of residence. If not currently a Texas resident, must obtain a Texas Driver's License within 30 days after entering Texas as a new resident.

**Required qualifications:** Bachelor's degree with major coursework in the Humanities, Fine Arts or Social Sciences. Two years experience working in a museum including: development and design of exhibits; research, presentation of educational or interpretive programs and museum administration. Two years experience managing material culture collections, with significant experience managing textiles. Demonstrated ability to manage projects and tasks in a complex

and dynamic environment. Demonstrated ability to manage collections and projects using relational database programs. Demonstrated ability to work effectively with internal and external stakeholders. Demonstrated ability to manage budgets. Extensive knowledge of exhibit fabrication, installation, and maintenance. Extensive knowledge of exhibit audio/visual components. Excellent time management skills with the proven ability to meet deadlines. Successful record of communicating clearly and effectively in writing and oral presentations. Equivalent combination of relevant education and experience may be substituted as appropriate.

**Preferred qualifications:** Master's degree with major coursework in the Humanities, Fine Arts, Museum Studies, or Social Sciences. Four years experience working in a museum including: development and design of exhibits; research, presentation of educational or interpretive programs, and museum administration. Four years experience managing material culture collections, with extensive experience managing textiles. Experience working with special collections material. Experience preparing and delivering presentations for a variety of audiences, including stakeholders. Knowledge of museum security issues and solutions.

**Working conditions:** May work around standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity. Climbing of stairs. Climbing of ladders. Lifting and moving.

Security sensitive; conviction verification conducted on applicant selected.

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length.

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