



ASSISTANT CURATOR EXHIBIT, ART & DESIGN SUPPORT Job Description

POSITION DESCRIPTION:

The Assistant Curator assists with exhibit design and installation; develops and manages relationships with local artists; and assists with art programming. The Assistant Curator will be part of a highly collaborative museum staff and must be willing to assist wherever needed. The position is part-time (approximately 20 hours/week; flexible schedule,) hourly, non-exempt.

RESPONSIBILITIES:

- Install temporary museum exhibits, including visual art, interpretive signage, historic artifacts, and audio and video components.
- Build and manage relationships with regional artists.
- Oversee artist participation in annual Quick Draw and Mini Mammoth Mixer fundraising events.
- Assist with creation and distribution of promotional materials for exhibits and events, including social media, print ads, postcards, posters, e-mails, etc.
- Assist Curator with exhibit research and collections management.
- Develop and implement art education programs in collaboration with the Museum Educator
- Assist with front desk duties, special events, or other duties as needed.

QUALIFICATIONS:

Required:

- Experience and/or education in visual art and design.
- Must be self-motivated, organized, and goal oriented.
- Comfortable/experienced using hand tools and basic power tools (for exhibit installation).
- Comfortable/adept at interpersonal communication and relationship building.
- Strong attention to detail and proactive problem-solving skills.
- Proficient in Microsoft Word, PowerPoint, and Excel.
- Must be able to work flexible hours including evenings, weekends, and holidays.

Preferred:

- Experience designing promotional materials.
- Experience working in a museum and familiarity with Past Perfect software.
- Experience in using social media to promote events and engage audiences.
- Experience with artifact handling and photography.

Compensation: \$16-18/hour depending on qualifications.

Benefits include paid holidays and vacation.

TO APPLY: Please e-mail a cover letter and resume to: mammoth@washakiemuseum.org.

The Washakie Museum & Cultural Center is an equal opportunity employer.