MARYLAND CENTER FOR HISTORY AND CULTURE

Curatorial Assistant

Position Summary

The Curatorial Assistant provides foundational research, administrative, and logistical support for MCHC's exhibitions and collections care. Reporting to the VP of Collections & Chief Curator, this role assists in bringing historical exhibitions and gallery rotations from concept to reality. The ideal candidate is a highly resourceful, detail-oriented early-career museum professional who anticipates team needs, solves problems proactively, and possesses strong historical research skills, excellent writing, and a passion for accessible storytelling.

Key Responsibilities

Research & Content Development

- Conduct object research by consulting museum and library records including historical and biographical sources for upcoming permanent and special exhibitions, collection rotations, and interpretive texts.
- Gather, verify, and organize objects archival documents, photographs, and secondary sources to support scholarly narratives and research appointments.
- Assist curators in drafting, fact-checking, and editing exhibition label copy.
- Help compile object checklists and maintain documentation.

Museum Committee & Departmental Administrative Support

- Lead administrative coordination and preparation for Museum Committee meetings, proactively anticipating information needs by compiling agenda packets, assembling presentation decks, organizing proposed acquisition/loan files, and taking minutes.
- Demonstrate resourcefulness in daily administrative support for the team, staying ahead of project timelines, managing calendars, and organizing departmental meetings.
- Support preparation for board reports, donor tours, and institutional presentations led by the VP of Collections & Chief Curator.

Cross-Departmental & Installation Support

- Assist with exhibition installation and de-installation phases with artifact condition note-taking, checklist verification, and on-site coordination.
- Anticipate cross-departmental needs by serving as a proactive liaison to Education, External Affairs, and Visitor Experience, ensuring teams have timely exhibition content, object lists, and key milestones for programming and promotion.

Loans, Rights, & Permissions

- Coordinate with the Registrar & Exhibitions Manager to track incoming and outgoing loan documentation, object lists, and image requests.
- Maintain organized digital and physical archives of exhibition files, research notes, and image permissions.

Qualifications

- **Education:** Bachelor's degree in Art History, Museum Studies, American Studies, History or a related field.
- **Experience:** 1 to 3 years of museum, archive, or cultural institution experience. Art and decorative art experience, a plus (internships and academic project experience included).
- **Skills & Competencies:**
    - **Resourcefulness & Proactivity:** High degree of initiative with a knack for creative problem-solving, finding information independently, and anticipating team needs before being asked.
    - **Writing & Editing:** Strong historical research skills paired with clear, engaging writing for general public audiences.
    - **Organization & Administration:** Exceptional attention to detail, time management, meeting coordination skills, and the ability to juggle multiple competing tasks in a fast-paced environment.
    - **Technical Literacy:** Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and digital research databases; familiarity with collection management systems (e.g., PastPerfect, TMS) is a plus.
    - **Collaborative Spirit:** A proactive, team-oriented attitude with strong interpersonal skills for working across departments and supporting executive leadership.

About the Position

This is a full-time, exempt, salaried position with full benefits package, including medical, dental, 403(b) retirement plan, and a health savings account. Full-time employees of MCHC are part of a paid leave policy that offers up to 20 days of vacation and 12 days of sick leave annually in addition to the recognition of 11 federal holidays, as well as free onsite parking.

The salary is $45,000, commensurate with experience. Evening and weekend availability may be requested in advance for programs and events.

How to Apply

Please email a cover letter, resume, and contacts of three professional references to jobs@mdhistory.org, using the subject line: "Curatorial Assistant." Incomplete applications may not be considered. No phone calls, please.

About MCHC

The Maryland Center for History and Culture is an equal opportunity employer that seeks to educate people of all ages about the American experience through the rich history of

Maryland using their collections and to preserve important objects and archival materials from prehistoric Maryland to the present day. We do not discriminate based on race, color, religion, sex, national origin, disability, or any other status protected by law and strongly encourage all qualified professionals to apply.

The Maryland Center for History and Culture collects, preserves, and interprets the history, art, and culture of Maryland. By exploring multiple perspectives and sharing national stories through the lens of Maryland, MCHC inspires critical thinking, creativity, and community. Learn more at mdhistory.org.