



**TITLE: ASSISTANT CURATOR**  
**REPORTS TO: CHIEF CURATOR**  
**STATUS: FULL TIME, EXEMPT. GRANT BASED NOVEMBER 2023-NOVEMBER 2027.**

El Museo del Barrio, founded in 1969 by a coalition of Puerto Rican parents, educators, artists, and activists, is the nation's leading Latino and Latin American cultural institution. The Museum welcomes visitors of all backgrounds to discover the artistic landscape of these communities through its extensive Permanent Collection, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events.

### **SCOPE AND PURPOSE OF ROLE**

As a member of the Curatorial team, the Assistant Curator will specialize in Latinx and Latin American art, with an emphasis in the art and culture of historically marginalized Latinx communities in the United States, including but not limited to Puerto Rican, Chicano, Afro-descendant from the Americas, and the Caribbean, Indigenous, and LGBTQIA+ artists.

Through research on subjects often neglected in canonical U.S. and Latin American art history and culture, the curator will support the museum's effort to emphasize the importance of Latinx art within art history. In consultation with the curatorial team, the candidate will also serve as an in-house scholar and will take part in the production and implementation of temporary, permanent collection, and travelling Museum exhibitions, and related programming, educational, and printed matters, including publications. They will conduct research, development, interpretation, implementation, documentation, dissemination, and reporting related to Curatorial projects. They will also assist in ongoing research and recommendations of new acquisitions for the permanent collection.

Reporting to the Chief Curator, this role is expected to bring new perspectives and content ideas to the Museum, collaborating interdepartmentally with the Education, Public Programs, and Communications and Marketing teams.

### **RESPONSIBILITIES**

#### **Exhibitions and Programming**

- In collaboration with the Curatorial team, propose and participate in El Museo's exhibitions and curatorial projects.
- Be involved all aspects of planning for said exhibitions, including but not limited to correspondence, checklist, budgets, schedules, narrative descriptions, power point presentations and other development materials, programming calendars, bibliographies, etc.
- Coordinate and manage exhibition layouts and installation and de-installation schedules and logistics, including personnel, display furniture mounting needs, A/V equipment, signage, etc.
- Coordinate and manage images and captions for Communications and Marketing, Education and Public Programming needs, and suggest appropriate materials for the Museum Shop in a timely fashion, including books, catalogues, and other merchandise.

- Collaborate with Public Programs and Education departments to develop and present exhibition-related and general programs about current and relevant topics as it relates to Latinx art and artists.
- Builds relationships with artists, galleries, foundations, and the art community and best represent El Museo del Barrio.

### **Administrative and Other Related Duties**

- Assist with specific exhibition projects, grants, or programs, including database entry, proofreading bilingual text and checklists; gathering, tracking, and organization of written, printed photographic or digital materials for signage, brochures, and catalogues; and any information required for final narrative, fiscal, or project evaluation.
- Regularly interface with a broad and interested public, including attending panels, studio visits, and creating innovative ways to support the production and promotion of Latinx artists, curators, and cultural workers.
- Maintain on-going contact with artists, community members, colleagues and students regarding the art, artists, and programs related to El Museo.
- Assist in ongoing research and recommendations of new Latinx Art acquisitions for the Permanent Collection.
- Attend all institution-wide meetings, and occasional attendance at meetings with the Museum board, funders, artists, curators, or professional colleagues as requested.
- Other duties as assigned by Chief Curator.

### **QUALIFICATIONS**

- Master's degree in art history/ fine arts/ museum studies and 3 to 5 years of museum experience and track record of organizing Latinx exhibitions or 5-7 years of equivalent experience.
- Knowledge of and experience with the Puerto Rican, Chicano, Afro-descendant from the Americas, and the Caribbean, Indigenous, and LGBTQIA+ art communities.
- Spanish/English bilingual skills.
- Fluency in various computer and digital imaging systems (TMS preferred).
- Excellent oral, written, and interpersonal skills.
- Ability to manage simultaneous priorities and meet deadlines.
- Ability to work well with various constituencies, and supervise volunteers, interns, professional contract workers, and others.

### **Application Instructions**

Please send a cover letter and resume via email to [jobs@elmuseo.org](mailto:jobs@elmuseo.org), with Assistant Curator in the subject line. No phone calls, please.

*El Museo values diversity in backgrounds and in experiences. El Museo's commitment to a diverse workforce has been a key to our success. In accordance with that commitment, El Museo provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, predisposing genetic information, gender identity and/or expression, military, or veteran status in accordance with applicable federal, state and/or local laws. This policy*

*applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.*