MUSEO DE ARTE DE PONCE

SEeks an

ASSISTANT CURATOR

ABOUT THE MUSEO DE ARTE DE PONCE
Through access to art-based experiences, the Museo de Arte de Ponce pursues to promote discovery, stimulate curiosity, and foster dialogue to enhance the life of its community. It was founded by Luis A. Ferré (1904-2003), a Puerto Rican philanthropist, industrialist and governor of Puerto Rico, who started buying works of art for the Museum by first establishing The Luis A. Ferré Foundation, in 1957.

The Museum opened its doors to the public on January 3, 1959, in a colonial house in Ponce, Puerto Rico. In 1965, the building that is home today to the Museum was designed by the renowned architect Edward Durell Stone. An Annex Building was added in 2010 to expand its facilities and services to the community. The collection of the Museum consists of approximately 4,500 works of art and is renowned for its great examples of Baroque, Pre-Raphaelite and Victorian paintings as well as Puerto Rican and Latin American art.

Accredited by the American Alliance of Museums since 1987, the Museo de Arte de Ponce has become an essential institution for the educational development and social transformation of our communities.

POSITION SUMMARY
The Assistant Curator will assist the Curator in the reinstallation of the permanent collection, and the development and implementation of a temporary exhibition and collection program for the Museo de Arte de Ponce. In accordance with the curatorial plan, will research, design installations, and write about the Museum’s collection and temporary exhibitions. In addition, will lecture, produce scholarly publications, and propose exhibitions. The Assistant Curator will work in a team environment with members of the Curatorial Department. Will also work closely with Registrar, Conservation, and Education Programs, and Community Empowerment staff and often with other departments, such as Sustainability, Communications, Finance, and Facilities.

COMPENSATION AND BENEFITS
The Assistant Curator is a full-time, exempt position, with a salary range of $35,000 to $45,000 annually. The specific compensation offered to a candidate may be dependent on a variety of factors, including, but not limited to the candidate’s experience, education, special licensing or qualifications.

BENEFITS
Benefits offerings may differ based on employee status:

- Medical, dental, vision, prescription, and organ transplant insurance (fully paid by the Museum).
- Paid time off, including: 15 days of vacation, 12 sick days, birthday day off, funeral leave and 17 museum holidays.
- Short term disability insurance.
- Christmas bonus.
- 10% discount for staff in Museum Shop.
- Free parking space.
- Other benefits may apply.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

- The Assistant Curator will assist the Curator in the research, plan, and development of permanent collection-based and temporary exhibitions, and their related texts and publications.
- Work with the Curator in the preparation and implementation of exhibition budgets; in the management of work plans and tracking of expenses; and in the scheduling and installation design of temporary exhibits.
- Initiate, research, and develop ideas for new exhibitions, present temporary exhibition proposals, and explore the possibility of partnerships with other institutions.
• In conjunction with other members of the Curatorial Department, will establish and monitor exhibition timelines and budgets, working closely with the Registrar’s Department.
• Conducts research on the permanent collection and assists with its preservation, care, and planning for its greater impact and accessibility.
• Assist with the development, design, editing, and production of scholarly publications created by and for the museum and exhibition-related materials, including digital and web-based materials.
• Assist in drafting the Museum’s policy regarding display, collection management, and strategic plan.
• Work with the Curator and Director in developing a strategic collection plan and vision for the long-term growth of the permanent collection.
• Develop exhibition interpretive materials and educational programs in consultation with the Curator and the Head of Education Programs and Community Empowerment, conduct docent training, and participate in public programs as needed.
• Together with other members of the Curatorial Department, will work with the Communications Staff to develop exhibition materials for publication.
• Give lectures, gallery talks, and guided tours at the Museum.
• Assist the Curator in cultivating relationships with artists, collectors, non-profit organizations, universities, and donors.

**KNOWLEDGE, SKILLS AND ABILITIES**

• Demonstrated general knowledge of art history and the ability to research and write on topics related to both European and Latin American Art.
• Demonstrated knowledge of curatorial and museum practices, including knowledge of collection management and exhibition development.
• Excellent writing, editing, translating, and proofreading skills, both in Spanish and English.
• Proficient in research, interpreting, and analyzing diverse data and written information.
• Computer skills (Microsoft – Word, Excel, and PowerPoint) are required.
• Knowledge of TMS – Gallery Systems, InDesign, Sketchup, and Adobe Suite, is preferred.
• Extraordinary interpersonal skills: leadership, etiquette, ethical behavior; must also possess tact, vision, patience, perseverance, and diplomacy.
• Highly organized with the ability to implement systems and follow-up processes.
• Ability to work collaboratively and independently to achieve institutional goals and tight deadlines.

**REQUIREMENTS**

Master’s in art history, over four (4) years of experience working in a museum context organizing exhibitions, and a record of scholarly publications. Strong organizational skills and the ability to work effectively as a team member are required.

**APPLICATION PROCEDURE**

Applications will be accepted only electronically. Please submit a cover letter, a CV, two writing samples, one in Spanish and one in English (limit 1,000 words), and two reference letters. Documentation should be saved as a single document and sent to: careers@museoarteponce.org Only qualified candidates will be interviewed. Please reference Assistant Curator position opening.  EEO EMPLOYER