

Arnot Art Museum  
235 Lake Street  
Elmira, New York USA 14901-3191  
p: 607.734.3697  
w: arnotartmuseum.org

## ARNOT ART MUSEUM

### POSITION AVAILABLE

#### **Curatorial Associate** Full-time

**The Arnot Art Museum seeks a full-time Curatorial Associate to join the curatorial team in an award-winning fine arts education environment.**

The Curatorial Associate is a member of the curatorial team and manages collections data through on-going collection research, creation and maintenance of collection files, research and documentation of objects; creation and maintenance of checklists; and label writing. Serving as assistant to the Curator, the Curatorial Associate will manage permanent collection rotations, including research and label writing; assist in planning and installations of exhibitions; and research, write and participate in interpretive presentations. Other duties include support for the curator with correspondence and reports and general office responsibilities.

Additional duties include Front Desk administration and performance of Guest Relations responsibilities, actively assisting visitors. Collections care and maintenance duties are shared by the Museum staff as appropriate.

The work schedule for the Curatorial Associate is Tuesday through Saturday, from 9am - 5pm, with occasional evening responsibilities for special events and programs. This position reports directly to the Executive Director.

**The Arnot Art Museum is** a world-class institution of fine art located at 235 Lake Street in Elmira, New York. Housed in its original 1833 showcase with a grand late-twentieth century gallery addition, the Museum displays its permanent collection of seventeenth to nineteenth century European paintings and nineteenth to twenty first century American art. Temporary exhibitions highlight various aspects of the collections and include works from around the world. The Museum has a primary focus on Contemporary Realist art in its collecting and exhibitions.

#### **Qualifications**

- B.A. in art, art history or museum studies preferred; other educational backgrounds considered.
- Experience working with the public.
- Strong organizational and time management skills.
- Superior written and verbal communication and group presentation skills.
- Exceptional communication skills, with an ability to translate technical concepts for a general audience.
- Self-starter with some project management skills, including schedules, tracking, and task prioritization.
- Knowledge and understanding of current social media landscape, trends, and tools.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Powerpoint).

**Timeline** Applications will be accepted until the position is filled.

**Compensation** commensurate with experience. Full benefits package.

#### **Contact**

No telephone inquiries, please. Email a resume and letter of interest to: [director@arnotartmuseum.org](mailto:director@arnotartmuseum.org)

Alternately, you may mail to the Executive Director's attention at:

Arnot Art Museum  
235 Lake Street  
Elmira, New York USA 14901