

Assistant Curator of Art, The Andy Warhol Museum, Carnegie Museums of Pittsburgh, Pittsburgh

The Andy Warhol Museum in Pittsburgh, Pennsylvania seeks an assistant curator to provide support and collaboration on the interpretation, development, presentation, and physical care of the museum's art collection. The successful candidate will assist in planning and executing collection displays, temporary exhibitions, and traveling exhibitions. This position plays a key role in the writing and editing of a range of interpretative materials. In addition, s/he will provide administrative and research support and assist in fostering relationships with regional, national, and international artists (with a strong focus on Pittsburgh's art community), arts and cultural organizations, national and international curatorial colleagues, museum patrons, and university art departments.

Job Requirements

A minimum of 2 years of museum/gallery experience plus Master's degree in art history or museum studies is preferred. Applicants with a minimum of 4 years of museum experience plus a Bachelor's degree in art history will also be considered. The successful candidate will have strong organizational, communication, and interpersonal skills. Candidate must have excellent research, writing and editing skills, as well as experience working with art collections and artists. S/he will have a detailed understanding of modern and contemporary international art and an interest in further developing their knowledge of the life and work of Andy Warhol. Must be proactive and able to work collaboratively with colleagues under pressure and in a team-oriented environment. Keen attention to detail and an ability to meet deadlines is necessary. Proficiency with Microsoft Office programs, including Word, Powerpoint, Excel, Access, and Outlook, as well as the Internet for research is required, along with a good working knowledge of basic office equipment such as computer, printer, scanner, copier, and fax. The assistant curator will be expected to gain familiarity with The Museum System, the museum's collections management system.

PHYSICAL REQUIREMENTS: Primary activities are based in a typical office setting. Must be able to lift 25 pounds, bend, stand, and navigate spaces to set up exhibitions and gallery spaces as necessary. Occasional travel is required, and some flexibility in schedule is necessary, including evening and weekend hours.

Application materials will only be accepted online through the employer's website, <http://www.carnegiemuseums.org/hr>. EOE