



<b>TITLE:</b>	Curatorial Assistant
<b>STATUS:</b>	Part-time (20 hours per week)
<b>REPORTS:</b>	Curator
<b>DATE:</b>	August 2023

**GUIDED BY ARTISTS, ROOTED IN NEW MEXICO, SITE SANTA FE CELEBRATES CONTEMPORARY CREATIVE EXPRESSION.**

SITE SANTA FE is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE SANTA FE has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE SANTA FE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE SANTA FE is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

**Summary**

A vital team member, the Curatorial Assistant supports SITE SANTA FE's ambitious exhibitions program. Reporting directly to the Curator, the Curatorial Assistant is responsible for a variety of administrative tasks and responsibilities in support of curating and exhibition-making. The Curatorial Assistant works closely with the exhibitions team and also collaborates with other departments, including External Affairs and Education. The Curatorial Assistant works, on average, 20 hours a week.

**Key Responsibilities**

- Supports the Curator in daily administrative tasks and responsibilities
- Works with Curator to develop master exhibition checklist for multiple and ongoing exhibitions projects
- Assists as needed with research, drafting of exhibition descriptions, and didactic materials such as wall text, object labels and exhibition-related texts
- Conducts research on current and future exhibitions, and supports with fact-checking
- Manages artist and visiting curator travel, entertainment, and accommodations, and develops precise, multi-day itineraries

- Processes department expenses, receipts, and reimbursements with our accounting department, including arranging the payments for artist honoraria and per diem
- Assists with maintaining and updating the exhibitions calendar, and communicating exhibition dates and information to other departments
- Keeps track of past and present exhibiting artists and curators, reviews and organizes exhibitions inquiries, and maintains exhibitions binders and organization of digital exhibitions archive
- Under the direction of the Curator, creates digital renderings of exhibition layouts using Sketch Up
- Assists with coordinating and scheduling photography documentation of exhibitions for promotional materials
- Works closely with External Affairs Department to ensure the accuracy of exhibition materials, press releases, photography credits, and social media post
- Works closely with Creativity and Learning team to provide feedback on exhibitions-related education packets
- Helps secure permissions and copyright clearance for images and various media
- Secures ISBN numbers for each new publication and registers each new publication with the Library of Congress
- Assist the staff as needed with special events and institution-wide initiatives.
- Assists with cross-departmental initiatives

### Qualifications

1. At least 3+ years of experience in art administration or related fields.
2. Excellent organizational and analytical skills, and a strong attention to detail
3. Excellent interpersonal skills, and the ability to communicate well
4. Ability to conduct effective research as it relates to artists and exhibitions
5. Ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with rapidly shifting priorities.
6. Must be a self-starter and creative problem solver.
7. Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting.
8. Embrace SITE SANTA FE's commitment to diversity, equity, inclusion, and accessibility.
9. A high degree of computer literacy and competency in the MS Office suite
10. Familiarity with Sketch Up or willingness to learn

**Application instructions:** Applicants should submit a resume and a cover letter to [job@sitesantafe.org](mailto:job@sitesantafe.org), with the subject line "Curatorial Assistant."