

Vincent Price Art Museum Foundation
Part Time Position Description

Title: Curatorial Administrative Assistant

Summary: Assist in various aspects of exhibition research, planning, and production. Collaborates with museum staff, campus leadership, and foundation board to support the overall success of the museum. Part time position: 20 to 30 hours per week @ \$14 per hour with opportunity for growth

Duties:

- Conducts research on selected contemporary artists, exhibitions, and archives
- Builds select artist files: request artwork images, image captions, CVs, and bios
- Contributes to exhibition checklists, labels, object descriptions, and other materials
- Liaises with curatorial staff, artists, and external publication and programming partners
- Create/maintain digital filing systems (Google Drive), including support of exhibition and publication timelines
- Prepares/writes communications, including emails, reports, presentations, and other correspondence
- Copy-editing and proofreading various documents
- Limited art handling and registration
- Attends bi-weekly virtual staff meetings to report on progress

Qualifications:

- The ideal candidate would demonstrate an interest in Latinx art
- Some experience with exhibitions or curatorial in a fine art setting
- Excellent organizational and time management skills
- Strong written and oral communication
- Strong interpersonal skills and ability to multitask
- Expectation of confidentiality on all business matters
- Bilingual English/Spanish a plus

Skill in:

- The use of all Microsoft Office applications and Google Drive

Ability to:

- Develop and maintain strong and positive relationships with a wide range of constituencies in a diverse community
- Prepare effective reports, correspondence, and presentations
- Travel to off-site events and meetings
- Learn specialized computer applications

Special:

- A valid Class "C" California driver's license is required. Travel throughout the District is required.

Reasonable Accommodations

- Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.
- In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

Submit resume, writing sample, and cover letter to:

parravj@elac.edu