Job Opening: Assistant Art Program Curator (part-time) revised

Location: Center for Puerto Rican Studies Library and Archive, Hunter College, Silberman Building, 2180 Third Avenue, Rm. 122, New York, NY

Schedule: Flexible 19 hr work week

Start Date: Available immediately

Closing Date: Open until filled

Compensation: Commensurate with work experience, salary history and falls within established university guidelines. Limited fringe benefits available.

Assignments & Supervision: The Assistant Art Program Curator position will report to the Senior Archivist on matters pertaining to the exhibition program.

Art exhibition duties and responsibilities:

- Assists in planning, developing, implementation of the Centro Art Exhibition Program.
- Serves as liaison between artists and individuals involved concerning production, installation, graphic design, and documentation of exhibitions in coordination with the Centro Publications Team.
- Coordinates loan arrangements, create inventories and maintains log of permission rights for the use of images and corresponds with graphic designers.
- Prepares catalogues and brochures, signage and any other promotional materials.
- Assists in all marketing activities, including providing content for social media, and attend public events, as necessary.
- Coordinates and schedules work related to conservation, photography, public information, matting and framing, construction, lighting, etc.
- Responsible for the creation and installation of graphics and signage, and the handling, installing, de-installing the exhibitions.
- Conducts daily inspection of the works on view in the exhibition and assists with necessary follow-up arrangements.
- Answers inquiries and conducts gallery tours, as necessary, for visitors.

Qualifications Required:

- Art and or art/history background and knowledge, specifically, knowledge of Puerto Rican visual art and artists.
- Skill in the appropriate handling of museum-quality artwork and/or artifacts.
- Experience with installing/de-installing art/artifact exhibitions.
- Knowledge of exhibit preparation procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle multiple work priorities, organize and plan work and projects.
- Ability to understand and follow complex, detailed technical instructions.
- Working knowledge of Spanish.

To apply: Forward cover letter, resume and contact information for 2 professional references via email to José de Jesús, Associate Director for Operations, Center for Puerto Rican Studies, Hunter College, CUNY at dejesus@hunter.cuny.edu. The subject line of the email should read: Assistant Art Program Curator. Telephone queries: 212-772-5706.

About the Center for Puerto Rican Studies at Hunter College
The Center for Puerto Rican Studies is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States, producing and disseminating relevant interdisciplinary research. Centro also collects preserves and provides access to library and archival resources documenting Puerto Rican history and heritage. We seek to link scholarship to social action and policy debates, and to contribute to the betterment of our community and enrichment of Puerto Rican studies. centropr.hunter.cuny.edu

Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country.