



## **Associate Curator**

**Department: Exhibitions**

**Supervisor: Chief Curator**

**Status: Full-Time**

**Salary Range: \$60,000-\$70,000**

Founded by art collector and fashion designer Larry Aldrich in 1964, The Aldrich Contemporary Art Museum is one of the oldest contemporary art museums in the United States. The Museum is one of the few independent, non-collecting institutions in the country and the only museum in Connecticut solely dedicated to the presentation of contemporary art. The Aldrich is internationally recognized for its artist-centric programs and visionary exhibitions. We present first solo museum exhibitions by emerging artists, significant exhibitions of established artists, and thematic group exhibitions.

Scope:

The Associate Curator reports to the Museum's Chief Curator. Primary responsibilities include the conceptualization, development, and implementation of Museum exhibitions, projects, and commissions in alignment with the Museum's mission and the curatorial department's long-term goals. This person researches, proposes, plans, and manages their exhibitions and projects and assists the Chief Curator on more ambitious exhibitions and long-term curatorial planning as well as traveling exhibitions and guest curated exhibitions.

The Associate Curator facilitates the flow of communication with artists (and their galleries and collectors) regarding their participation in Aldrich exhibitions under their direction, and the interaction of exhibiting artists with the Museum's staff. This person is responsible for multiple exhibitions, projects and/or commissions during a calendar year.

The Associate Curator works in close cooperation with the Museum's education department in developing public programming that supports exhibitions and the Museum's larger content goals.

The Associate Curator participates in the Museum's development efforts, including the cultivation of donors and engagement with Museum trustees, members, patrons, and audiences.

Responsibilities will include, but are not limited to:

- Conceptualization and curation of solo and group exhibitions as well as projects and commissions inside the Museum and on the grounds. In addition to developing exhibitions with and providing support for the Chief Curator and outside curators and traveling exhibitions.

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- Developing budgets for their exhibitions and projects.
- Visiting galleries, museums, and artist's studios to maintain current knowledge of the contemporary art field as well as current museum and curatorial practices.
- Working closely with artists in developing and realizing exhibitions, projects, new work/commissions.
- Negotiation of loans with galleries, collectors, artists, and other institutions.
- Working closely with the registrar on the issuing of loan documents.
- Communicating effectively and working collaboratively with the Head of Exhibitions, preparatory staff, and Registrar on all issues concerning exhibition planning, installation, security of artwork, and exhibition maintenance.
- Authoring scholarly publications and interpretive text and audio guides for the Museum's audience and assisting with press releases, exhibition announcements, exhibition signage, and website content.
- Collaborating on the production of publications associated with exhibitions that are the Associate Curator's responsibility. This requires close cooperation with the Museum's Graphic Designer, Publications Manager, external Copy Editor and, in specific cases, guest writers and/or outside publishers.
- Building relationships with artists, curators, institutions, and other collaborators to foster cooperative ventures.
- Assisting the Executive Director, Development Director and Grants Writer on fundraising initiatives including assisting with grant writing, securing in-kind donations, cultivation of donors, etc..
- Liaison with the Museum's education department to develop ideas for exhibition-related education and more expansive public programs. Participate in docent and staff training for exhibitions and projects.
- Working closely with the Museum's communications department to aid in the marketing and publicity of exhibitions.
- Giving exhibition tours to groups and individuals for educational, publicity, and development purposes.
- Maintaining organized files on exhibitions.
- Cooperating with the development department in working with specific exhibiting artists in the conceptualization and development of Aldrich Editions.
- Acting as an ambassador for the Museum: jury outside exhibitions, participate in conferences and panels, etc..
- General administrative duties associated with the exhibitions department.

## Requirements and qualifications:

- MA in art, art history, curatorial studies, or related field
- Minimum five years curatorial experience in a museum or arts institution/non-profit
- Demonstrated track record of creating and mounting exhibitions and projects and overseeing the production of new work and commissions
- Strong relationships with artists
- Strong record of publishing

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- Strong knowledge of contemporary art
- Excellent interpersonal and communications skills, working with staff as well as artists, curators, lenders, donors, and the public
- Experience working on public art works and commissions a plus

Interested candidate should send a resume, cover letter, three references and a published writing sample to Amy Smith-Stewart, Chief Curator, at [asmithstewart@thealdrich.org](mailto:asmithstewart@thealdrich.org).

## The Aldrich Contemporary Art Museum Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.