

The Menil Collection Employment Opportunity

Title:	<i>Collection Research Assistant</i>
Department:	Curatorial Department
Reports to:	Curator of Collections
Status:	Full-time; exempt from overtime
Work location:	Onsite

Description

The Collection Research Assistant provides specialized research and related administrative support to the Curator of Collections. The position will work towards completing the assessment and cataloging of the Menil's holdings from the Indigenous Americas, with special focus on examples from the ancient civilizations of Central and South America.

The role of Collection Research Assistant is a three-year appointment that may be extended beyond its initial ending date.

Specific Duties

1. Assist and support the Curator of Collections in all aspects of the Menil's holdings of work from the Indigenous Americas.
2. Prepare object research files, catalog the artwork of the Indigenous Americas using The Museum System (TMS), and produce regularly updated reports reflecting new data and research findings.
3. Collaboratively work across museum departments (Collection Management, Conservation, Research Resources, etc.) to coordinate research, analysis, documentation, and photography of the museum's Indigenous Americas holdings.
4. Write, edit, and assist with producing public-facing materials, including labels, online texts, and other digital features. With supervisory approval, pursue the publication of research on the museum's holdings and organize research visits by external scholars.
5. As needed, lead museum tours and generate ideas for public programs relating to the museum's holding of work from the Indigenous Americas.
6. Assist the Curator of Collections with executing the regular rotation of the permanent collection in the museum galleries.
7. Support the Curator of Collections with correspondence, reports, scholarly articles, lectures, catalog manuscripts, collection-based research, and general office responsibilities. Liaison with external constituents, organizations, and other departments within the Menil Collection.

Qualifications

1. Minimum qualifications: a master's degree in art history, anthropology, or museum studies with extensive knowledge of the Indigenous Americas and Cultural Heritage. Preferred candidates will have a specialization in Mesoamerican visual culture.
2. Spanish language fluency.

3. Minimum of two years of experience working in a museum.
4. Proficient in Microsoft Office (Word, Excel, PowerPoint, OneDrive) and The Museum System (TMS).
5. Exceptional writing, communication, and presentation skills, with the ability to effectively address a range of audiences, including the general public, students, scholars, art critics, artists, museum and university professionals, and donors.
6. Robust command of research protocols, procedures, and best practices, and a thorough understanding of cultural and institutional sensitivities.
7. Excellent time management and organization to work independently, but also strong interpersonal skills to collaborate with museum staff and external scholars.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume, cover letter, and writing sample (not to exceed 2,500 words) to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.