

## **The Menil Collection Employment Opportunity**

**Title:** *Curator, Menil Drawing Institute*

**Department:** Curatorial Department

**Reports to:** Director, Menil Collection and Foundation

### **General Responsibilities**

The Curator, Menil Drawing Institute is responsible for the exhibition programming, collection growth, and management of the Menil's drawing collection and its operations and administration. The Curator shall, through major research initiatives, establish an international reputation for this new building on the campus.

### **Specific Duties**

1. Organize exhibitions and programs associated with the Menil Drawing Institute.
2. Conceive and produce Menil Drawing Institute catalogues and brochures and any materials related to the drawings collection and exhibitions; review Menil publications related to drawing collection and exhibitions.
3. Oversee efforts related to collection management of the Menil Collection's drawings, including physical inventory and database projects, collections care, and ongoing drawing assessments.
4. Manage the drawings collection including, but not limited to research on the collection, incorporating new information into exhibitions and publications.
5. Work with the Menil Drawing Institute Advisory Committee, a support group for drawing acquisitions.
6. Serve as spokesperson for the Menil Drawing Institute and its collection and exhibitions and respond to public inquiries as they relate to the drawings collection and exhibitions.
7. Develop the drawings collection as a research resource for local, national, and international scholars.
8. Foster collaborative projects within the Menil and with national/international museums and related cultural and educational organizations.
9. Establish and oversee a fellowship program for the Menil Drawing Institute.
10. Supervise Drawing Institute staff and coordinate with other Menil staff.
11. Act as a leader within the Menil Collection, adding expertise, guidance and collegial participation in the discussion, formulation, and implementation of policies, procedures, and activities of the organization.
12. With the Advancement Department, play a significant role in the cultivation and solicitation of major gifts, donations and bequests.
13. Manage Drawing Institute's departmental budget.

### **Requirements**

An advanced degree (Ph.D. preferred) in art history or related field. Specialized knowledge of drawings and 20<sup>th</sup> century and contemporary art. International reputation for work with drawings. Significant museum curatorial experience. Track record of exhibitions and publications. Ability to work in a collaborative environment. Must be a passionate and energetic person with the ability to manage, research, position, exhibit, and develop an important collection. Must have the demonstrated interest and

ability to share the collection with diverse audiences and to build a positive image and strong relationships for the Menil Collection. Must be an innovative thinker and a clear communicator with the ability to present the drawing collection and the Menil to all internal and external constituencies and must have a reputation for the highest level of integrity and credibility.

Interested candidates should submit a cover letter, resume, and two writing samples to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to [smmaloch@menil.org](mailto:smmaloch@menil.org).