

## **The Menil Collection Employment Opportunity**

**Title:** *Administrative Assistant, Curatorial Department*

**Department:** Curatorial Department

**Reports to:** Senior Curator

**Status:** Full-time, exempt

**Work location:** Onsite

### **General Responsibilities**

The Administrative Assistant, Curatorial Department provides administrative support to the Senior Curator of the Menil Collection and assists with coordinating exhibitions, curatorial projects, acquisition committees, and publications. The position also manages the Curatorial Department offices and meeting schedules.

The role of Administrative Assistant, Curatorial Department is a two-year appointment that may be extended beyond its initial ending date.

### **Specific Duties**

1. Assist and support the Senior Curator through basic administrative tasks: word processing, filing, expense reports, presentation preparation, photocopying, managing incoming/outgoing mail, invoicing, and general office duties.
2. Assist the Senior Curator with all aspects of exhibition administration, including correspondence, exhibition labels, travel arrangements, database and checklist development, image management for publications, and invitation lists for special events and openings.
3. As needed, proofread and provide basic editing support for articles, essays, gallery guides, wall labels, and publications.
4. Assist with preparations for Collections Committee Meetings, including agendas, minutes, loan correspondence, and presentations.
5. Coordinate department meetings.
6. Assist with the administration of the internship program.
7. Manage curatorial offices, including office supplies, furniture, etc.

### **Qualifications**

1. Bachelor's degree with administrative experience, preferably in a cultural institution.
2. Excellent written and verbal communication skills.
3. Excellent organization skills and the ability to prioritize multiple tasks, meet deadlines, work independently, and be a dependable team player.

4. Ability to maintain confidentiality and discretion and interact with colleagues and constituents at all levels.
5. Excellent computer skills, including Outlook and PowerPoint. Experience using TMS (The Museum System) is a plus.

**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 of full-time employment.

**How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto: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.