

MUSEUM CURATORIAL ASSISTANT (PART TIME)
Sugar Hill Children's Museum of Art & Storytelling

ABOUT BHC: Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed seven buildings that provide housing and other services for adults, children and families living in deep poverty; operates two award-winning early childhood centers; and provides opportunities for tenants and the wider community to engage with the cultural arts. The recently completed Sugar Hill Project, located in the National Historic District of Sugar Hill, includes 124 units of permanent, affordable housing; an early childhood center; and a children's museum of art and storytelling along with other community facilities.

ABOUT SHCMAS: The Sugar Hill Children's Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC's development in Sugar Hill, at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides young visitors with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for 3-8 year olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and newly commissioned artist projects; intensive hands-on art education programs; monthly storytelling series; and other family programs. Acknowledging the significance of art and storytelling in Sugar Hill's history, intergenerational and cross-cultural participation are encouraged.

POSITION DESCRIPTION: The Museum Curatorial Assistant will work in direct collaboration with the Museum Director and Chief Curator and will aid in executing five exhibitions per year, as well as a monthly, exhibition-based, public program. The Museum Curatorial Assistant will work with all staff, and specifically will work seasonally with the Facilities & Gallery Manager, and monthly with the School Programs and Special Projects leader on public programs.

This position will average 21 hours per week and may require weekend and/or evening work.

RESPONSIBILITIES:

- Liaise with artists, guest curators, art handlers, the Facilities & Gallery Manager, and the Museum Director and Chief Curator on exhibition logistics.
- Partner with the Administrative Manager to track exhibition-related invoices and expense payments.
- Partner with the Facilities & Gallery Manager and art handlers on seasonal exhibition prep.
- Partner with the Facilities & Gallery Manager to stay abreast of the exhibition checklist and communicate information to exhibition team.
- Assist with proofing program language for Museum website, brochures and gallery wall text.
- Develop exhibition text summary to aid educational department needs.
- Assist with researching children's books that correlate to the exhibitions.
- Partner with the School Programs and Special Projects leader on logistics for executing monthly storytelling public programs.
- Provide support and oversight in order to meet exhibition and public program deadlines as needed.

QUALIFICATIONS/REQUIREMENTS:

- Excellent skills in project management, prioritizing, and problem-solving; strong attention to detail is imperative.
- Excellent written and oral communication skills.
- Proficiency in MS Office is required.
- Congenial disposition; enthusiasm when interacting with the public, strong customer service orientation.
- Genuine interest in the mission and programs of the Museum.
- Self-motivated; flexible and have the ability to work well independently on several projects concurrently.
- Must be a team player and have the ability to work with a diverse group of individuals in a collaborative environment.
- Experience in a gallery, museum, private collection, and/or cultural organization is a plus.
- Office administration experience is a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include: stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting equipment, boxes, etc. Must be able to work in a low-temperature, climate-controlled office environment.

APPLICATION:

To apply for this position, please email your resume and cover letter to resumes@bhc.org. Applicant review will continue until the position is filled. Please indicate your last name and "**Museum Curatorial Assistant**" in the subject line. **No phone calls, please** -- we will respond to those candidates whose qualifications are best aligned with the components of this job description. Pay rate commensurate with experience.

SHCMAS/BHC is committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability.