

# Curatorial Assistant

<https://jobs-getty.icims.com/jobs/3229/curatorial-assistant/job>

## Job Summary

The Antiquities Department of the J. Paul Getty Museum is seeking to appoint a Curatorial Assistant who can assist the Museum Director and Senior Curator of Antiquities in developing two special exhibitions on Ancient Mesopotamia and on relations between the Classical World and ancient Persia. Primary responsibilities include research on possible loans, the preparation of formal loan requests and other correspondence with museums and scholars, organizing meetings, and preparing documents in the collection database (TMS) and other formats, as well as editing object labels, wall texts and other exhibition documents. In the first instance, this is a one year limited term position, with the possibility of extensions.

## Major Job Responsibilities

- Applies knowledge of Near Eastern archaeology and ancient art history to curatorial assignments
- Follows established standards to ensure proper care and storage of museum objects
- Documents objects and supports curatorial research efforts.
- Assists with preparation of acquisition proposals
- As approved, publish original works in area of specialization
- As approved, organize and conduct presentations of material for classes and scholarly groups
- Select and provide images and write corresponding text and captions for promotion of publications online and in print
- Assist registrars and conservation staff with processing loans and updating the collection database records for items in a collection
- Other research and curatorial duties as directed

## Qualifications

- Bachelor's degree in art or art history required; Master's preferred
- 0-2 years art historical or museum experience
- Competent to work in basic curatorial functions
- Reading fluency in at least one foreign language (modern or ancient) required

## Knowledge, Skills and Abilities

- Masters graduate or PhD candidate in ancient Near Eastern archaeology, art history, history or culture preferred
- 1-3 years museum curatorial experience preferred
- Familiarity with Microsoft Word, Excel, and database management programs (TMS)
- Must be diplomatic, exercise discretion in dealing with confidential information about the collections, have strong written and verbal communication skills, and be organized and efficient in managing time-sensitive deadlines