



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Arts & Culture Collection Curatorial Graduate Assistant-

Supervisor-

Assistant Director / Curator of Arts & Culture Collections, Cat Shteynberg

Job Description-

The Arts & Culture Collection Graduate Assistant provides support to the Arts & Culture Collection Curator, assisting with the museum's exhibition program and collections research. The successful candidate will be responsible for a variety of curatorial and administrative tasks including exhibition research, planning and project management; managing correspondence; assisting with the coordination of didactic materials and exhibition documentation; and completing arts and culture related collections research and cataloguing assistance.

Duties-

- Conducts curatorial research for exhibitions and collection database/paper files.
- Assists with the maintenance of accurate exhibition checklists, image files, lenders, and other exhibition details.
- Obtains permissions and copyright clearance for images and maintains accurate credit lines.
- Helps create, coordinate, and edit exhibition descriptions and didactic materials such as wall text, labels, and newsletter and website content.
- Provides general curatorial support for the Arts & Culture curator and guest curators.
- Occasionally works with Marketing & Communications staff to prepare and edit materials to promote exhibitions and related public programs, and to coordinate exhibition-related public programs as needed.
- Assists with gathering and writing exhibition-related information pertinent to grant applications, final reports, and other institutional needs.
- Other duties as assigned.

Required Qualifications-

- Currently pursuing a graduate degree at UT in any arts, culture, or history related field relevant to the McClung's collections.
- Outstanding research, writing, and verbal communication skills
- Skilled in establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines



Smithsonian Affiliations

McClung Museum of Natural History & Culture

1327 Circle Park Drive Knoxville, TN 37996

865-974-2144 865-974-3827 fax mcclungmuseum.utk.edu



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- Strong computer skills using proficiency Microsoft Office
- Ability to work independently and in collaboration with others
- Fluency in spoken and written English as demonstrated in application materials and interview

Preferred Qualifications-

- Previous experience in museums or similar environments
- Experience with database or collection management system
- Demonstrated knowledge of art history or non-Western art/ material culture

Schedule-

- Maximum of 20-hours per week, no less than 4-hours/day, and aligned with the Curator's schedule of: Monday-Friday, 8:30-5:00.

Physical requirements-

- Long periods of sitting at a desk working on a computer.

Application instructions-

- Send cover letter, writing sample, current resume, and two work or academic references to Cat Shteynberg, cshteynb@utk.edu.

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