**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
• 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.