

Research Assistant, New York

Dec 4, 2017–Nov 30, 2019

Application deadline: Dec 22, 2017

Pierre Terjanian

THE METROPOLITAN MUSEUM OF ART EMPLOYMENT OPPORTUNITIES

Research Assistant, Arms and Armor

Please Note: Non-Exempt Full-Time End Date: November 30, 2019

GENERAL STATEMENT OF RESPONSIBILITIES & DUTIES:

The Research Assistant will provide the curatorial and administrative support for The Last Knight exhibition project and the accompanying catalogue. The Research Assistant will work with and report to the exhibition curator (Curator in Charge), correspond with the lending institutions, as well as with the authors of the catalogue, assist the exhibition curator with research topics and the coordination of exhibition logistics overall.

PRIMARY RESPONSIBILITIES & DUTIES:

- Oversee and coordinate database regarding the prospective loans
- Oversee and coordinate preparation of loan letters and forms
- Submit and coordinate photographic orders for research and catalogue
- Support research for the catalogue
- Closely work with Editorial and Design Departments for the proofreading and correcting of texts, captions, and labels
- Assist with interpretive material (texts, media)
- Organize meetings and takes minutes at these meetings
- Other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

Experience and Skills:

- Excellent written and oral communication skills, required
- Fluency in German, required
- Working knowledge of French, preferred
- Strong organizational skills with meticulous attention to detail, required
- Excellent computer and social media skills, required

Knowledge and Education:

- M.A. in history or art history, required

Please send cover letter, resume, and salary history to Careers@metmuseum.org

with "Dept-Arms and Armor-Research Assistant" in the subject line.

The Metropolitan Museum of Art provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment. AmeriCorps, Peace Corps, and national service alumni encouraged to apply.

Reference:

JOB: Research Assistant, New York. In: ArtHist.net, Nov 29, 2017 (accessed Mar 27, 2026), <<https://arthist.net/archive/16837>>.