

## Curatorial Assistant, Corning Museum of Glass, New York

Corning Museum of Glass

Julie Bellemare

The Curatorial Assistant (three year appointment) is a full-time, onsite position, reporting to the Curator of Ancient Glass and Manager, Curatorial Affairs.

As a member of the curatorial team, the Curatorial Assistant supports all areas of curatorial responsibility including acquisitions, exhibitions, cataloging, and research of the Corning Museum of Glass collections from ancient through contemporary. Collaborates with staff from departments across the Museum, including the Rakow Research Library, Collections Management, Education and Interpretation, Publications, Marketing and Communications, Graphics, Digital Media, Advancement and other departments as needed.

### Responsibilities:

#### Curatorial Support

- Assists curators in researching and coordinating information for exhibitions, publications, and interpretive projects.
- Maintains exhibition project files and cross-departmental communication, including object checklists, timelines, and workflow management.
- Participates actively in exhibition planning teams: core, logistics, and interpretation.
- Assists in writing and facilitating production of exhibition and gallery labels.
- Assists curators in development of acquisition proposals.
- Provides updated data for the collections management system regarding objects in the collection to the registration department.
- Assists the curators in answering questions from the public about the collection.
- Assists in periodic surveys or inventories of the collections.
- Provides tours of the museum galleries, exhibitions, and collection.

#### Collaboration and Coordination

- Coordinates work between the curatorial and collections management departments.
- Supplies information about the collection to other departments as requested.
- With the Collections Management department, facilitates visits from scholars and collectors who wish to examine the collection.
- Assists in the development and coordination of information for marketing and communications, including digital/AV, social media, and web-based materials.
- Assists with public programs related to exhibitions and the collections as requested.
- Works with the Registrar's staff as requested to organize glass in the offsite storage facility.

- Assists with Advancement programs related to exhibitions and collections as requested.

#### General

- Actively and intentionally supports CMOG's commitment to diversity, equity, accessibility, and inclusion.
- Actively participates in Curatorial team meetings and serves on Museum teams, as needed.

#### Education and Experience:

- Master's Degree or equivalent experience, preferably with an emphasis on material culture or decorative arts.
- Two years of museum experience desired.
- Knowledge of glass desired.
- Knowledge of foreign languages desired.
- Demonstrated knowledge of Microsoft Office, MS Teams and SharePoint software products; knowledge of collections management software or the ability to learn it.

#### Skills and Abilities:

- Respects and exemplifies the mission, vision, and values of the Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public.
- Represents the Museum in a professional manner.
- Adheres to all prescribed organizational and departmental policies and procedures.
- Excellent written and verbal communications skills.
- Highly accurate, detail oriented and organized; focuses on follow-up.
- Works independently and as part of a team; strong collaboration skills.
- Works with minimum supervision.
- Some evenings and weekends required; flexibility in hours necessary.

#### Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to remain in a stationary position, operate/use equipment, communicate, and detect/distinguish. The employee is occasionally required to move about and ascend/descend. Specific vision abilities required by this job include close, distance, and peripheral vision, and the ability to distinguish color and adjust focus.

The employee is occasionally required to move/transport up to 10 pounds.

The work environment is usually indoors and climate controlled. The noise level in the work environment is usually quiet.

#### Safety Responsibilities

The employee shall be fully acquainted with and comply with all safety policies and procedures of the Corning Museum of Glass.

#### Confidentiality

Maintain confidentiality of information related to the Corning Museum of Glass and employees that may be encountered either formally or informally, during the normal course of business.

#### Salary

\$54,500 - \$57,000

#### To Apply

Email resume with cover letter, indicating which job you are applying for, to [employment@cmog.org](mailto:employment@cmog.org) or mail to Corning Museum of Glass, One Museum Way, Corning, NY 14830, Attn: Human Resources.

#### Reference:

JOB: Curatorial Assistant, Corning Museum of Glass, New York. In: ArtHist.net, Nov 1, 2024 (accessed Nov 21, 2024), <<https://arthist.net/archive/43080>>.