Assistant Curator, Prints Drawings & Photographs, Baltimore Museum of Art

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Kimberly Smith Bountress

Assistant Curator.
Prints, Drawings & Photographs.

The Baltimore Museum of Art seeks a full-time, Assistant Curator of Prints, Drawings & Photographs to play an important role in helping to research, care for, and present over 68,000 works on paper housed within the Nancy Dorman and Stanley Mazaroff Center for the Study of Prints, Drawings and Photographs at the Baltimore Museum of Art.

About the BMA
The Baltimore Museum of Art is a world class, internationally recognized museum, recently ranked by the Washington Post as one of the top 20 museums in the United States. The BMA embodies a commitment to artistic excellence and social equity in every decision from art presentation, interpretation, and collecting, to the composition of the Board of Trustees, staff, and volunteers—creating a museum welcoming to all. Serving nearly 250,000 visitors annually, the BMA is the largest art museum in Maryland and is a vibrant, dynamic, and fast-paced institution. It is embraced as an indispensable element of community life, a vital educational resource for a broad and diverse audience, and a leader in the revitalization of the city that surrounds it.

The work of the BMA is guided and shaped by the four strategic priorities of Dr. Asma Naeem, the BMA's Dorothy Wagner Wallis Director: 1) interweaving global and local histories, 2) building a more artist-centered institution, 3) deepening our commitment to education in all its forms, and 4) developing greater community partnerships.

About the Position
Reporting to the Curator and Department Head of Prints, Drawings and Photographs, the Assistant Curator will play an important role in helping to research, care for, and present over 68,000 works on paper housed within the Nancy Dorman and Stanley Mazaroff Center for the Study of Prints, Drawings and Photographs at the Baltimore Museum of Art.

The Assistant Curator will serve as the content expert for all pre-1900 work in the collection. As one of the largest works on paper collections in the country, the collection is currently known for its strengths in European artworks, particularly the renowned Lucas Collection of 19th century French art. In alignment with the BMA's mission, the Assistant Curator will work to expand the geographical breadth of the collection and center artists and histories traditionally underrepresented in American art museums. Through exhibitions, written presentations, and acquisitions, the

Assistant Curator will also develop transcultural connections between the BMA's large collection of European works on paper and art from Africa, Asia, and the Americas. As such, knowledge of European colonial histories will be helpful. Candidates with a background in art of the Americas are particularly encouraged to apply.

The Assistant Curator will research object records for e-museum export, assist with annual collection reporting, and assist with exhibition development, as assigned. Under supervision, the Assistant Curator will be responsible for managing rotating installations of works on paper in the permanent collection galleries. The position works closely and collaboratively with a team of co-workers drawn from the Registration, Conservation, Marketing and Experience, Education, and Exhibitions departments. The Assistant Curator will also help oversee activities in the study room and participate in the day-to-day stewardship of the collection.

The position will have an active role in collections development and supporting the accessions process, including researching and writing reports for proposed acquisitions, drafting scripts for presentations, and helping to coordinate accessions committee meetings. The position will also help promote greater knowledge of and research into the collection by liaising with researchers, members of the public, and the university community; maintaining positive relationships with internal and external BMA constituents, both locally and nationally; and helping steward the department's dedicated affiliate group, the Prints, Drawings & Photographs Society.

KEY RESPONSIBILITIES
Responsibilities include but are not limited to:

• Assists in the maintenance, research, cataloging, development, and interpretation of the works on paper collection. Will be the primary researcher and reviewer for ongoing TMS e-museum uploads and will conduct and review object cataloging to ensure correct cataloging of new and existing objects.
• Coordinates reviews and summaries of collection and department activities for annual reporting for internal and external reports.
• Helps to conceive, organize, prepare publications for, and install collection and special exhibitions.
• Heads and/or facilitates inter-departmental communication regarding exhibitions, working closely with departments of exhibitions, registration, installation, conservation, publications, and graphic design. Heads and/or facilitates external communication with artists, collectors, lenders, dealers, and staff members from other museums.
• Drafts correspondence, loan forms, manuscripts, exhibition label copy, and other materials related to the permanent collection and special exhibitions. Works actively with the museum's collections database and object files to maintain accurate object records and checklists for exhibitions. Assists with acquisition and exhibition research including but not limited to research and compilation of biographies, chronologies, bibliographies, and exhibition histories.
• Works with the Assistant Curator of Academic Engagement and other curatorial colleagues to respond to academic inquiries into the Permanent Collection. May host classes and other visitors to the Prints, Drawings & Photographs Study Room.
• Supervises the work assignments and activities of interns, contract workers and work study students, as needed.

• Acts as spokesperson for the department and the Museum as needed. Presents lectures and walk-throughs to visitors, docents, or other special groups.
• Performs other related duties as assigned.

QUALIFICATIONS
• Master's degree in art history with primary emphasis on works on paper prior to 1900 is required; a Ph.D. strongly preferred. Fluency in French, Spanish, or at least one other language in addition to English required. The ideal candidate will have an active research interest in European colonial history and/or exchanges between Europe, Africa, and the Americas.
• Prior experience handling works on paper in a museum setting is required. Three years related museum experience preferred.
• Candidate must have strong art handling skills.
• Extensive knowledge of art history.
• Superb writing and diplomatic skills, and ability to work effectively under pressure and meet deadlines are essential.
• Strong organizational skills are also a must: the ideal candidate will have a demonstrated ability to prioritize and organize multiple activities, as well as to coordinate the activities of several staff members around a common project.
• Ability to deal effectively with donors, artists, Museum staff, colleagues, and the public, whether in person, on the telephone, or in writing.
• Strong knowledge of MS Office suite
• Exceptional time management, organizational, problem-solving, and analytical skills
• Willingness to go the extra mile and support colleagues across the institution
• Strong interpersonal, teamwork, poise, and customer service skills

BENEFITS
The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with match, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced gym membership fee. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

This is a bargaining unit position.
SALARY - $59,241

APPLY
Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send a cover letter with salary requirements and resume to HR@artbma.org with “Assistant Curator, PDP” your first and last name in the subject line.

Incomplete application materials will not be considered.

Position will be posted until filled.

No phone calls please.

All employees must be legally authorized to work in the United States. The museum does not sponsor work visas.

Reference:
JOB: Assistant Curator, Prints Drawings & Photographs, Baltimore Museum of Art. In: ArtHist.net, Apr 17, 2025 (accessed Nov 25, 2026), <https://arthist.net/archive/47272>.