

DIVERSE WORKS

JOB POSTING ASSISTANT CURATOR

DiverseWorks is conducting a search for the position of **Assistant Curator** to play an essential role in the presentation of its multidisciplinary exhibitions, performances, and community programs. A non-profit contemporary art center located in the walkable Midtown area of Houston, Texas, DiverseWorks' mission is to commission, produce, and present new and daring art in all its forms through innovative collaborations that honor each artist's vision without constraint. DiverseWorks is looking for a creative thinker who is familiar with a broad range of contemporary art practices and genres, is excited to work with artists and community members on challenging social and cultural issues, and has a desire to work in a fast-paced, team-focused environment.

Reporting to the Executive Director, the Assistant Curator also works closely with the Deputy Director and contract staff in a programmatic and administrative capacity to realize a full range of visual, performing, and public arts programming. In addition, the Assistant Curator manages the Diverse Discourse Lecture & Studio Visit Series and The Idea Fund, a regranting program presented in partnership with Aurora Picture Show and Project Row Houses and funded by the Andy Warhol Foundation for the Visual Arts. The Assistant Curator will actively contribute to current discussions with the staff, governing board, artist advisory board, and community members to create a progressive and forward-thinking strategic plan for 2018-2021. This position provides an exceptional opportunity for an individual to gain substantive curatorial experience and develop skills and knowledge in presenting experimental visual and performing arts

DUTIES

- Assist with exhibition, performance, program and event production (planning, accommodation research, confirming crew/install assistance, monitoring and hands-on with installs and production, conditioning artwork, arranging, scheduling and receiving shipments, purchasing supplies and materials and procuring quotes for fabrication as needed).
- Conceive and organize exhibitions, performances and other projects.
- Coordinate The Idea Fund program, including serving as liaison to partner organizations, maintaining grantee contact, coordinating programs and services, and monitoring budgets and reports.
- Coordinate the Diverse Discourse Lecture Series.
- Manage interns and volunteers.
- Assist in grant research, writing and reporting.
- Serve as liaison to the Artist Advisory Board.
- Develop community and outreach programs in collaboration with DW staff.
- Represent DiverseWorks on panels, juries and at conferences and other public events.

REQUIREMENTS

- Minimum B.A. or B.F.A degree in studio art, art history or other related field; M.A. preferred
- 4 years experience working in an artist-centered organization, art gallery, museum, performance venue or other cultural organization on exhibition and performance planning and production
- Ability to work 5 days per week, and some Saturday and weekday evening hours
- Excellent written and interpersonal skills; proven ability to work with a range of colleagues
- Must be familiar with basic tools, be able to lift items of 50 lbs. and climb ladders
- Passionate interest in the role of art in society and creating a more equitable world

This position is a 40-hour per week, full-time position with full benefits. Salary range provided upon request.

TO APPLY

Please submit a cover letter, resume/CV (Word or PDF), and two writing samples via email to info@diverseworks.org or mail to **DiverseWorks, 3400 Main, Suite 292, Houston, TX 77002** by **February 5, 2018**. Only those applicants selected for interviews will be contacted. No drop-ins or phone calls, please.

DiverseWorks is an Equal Opportunity Employer (EOE) that values workplace diversity. DiverseWorks does not discriminate on the basis of race, color, creed, age, gender, gender identity or expression, national origin, religion, ancestry, disability, marital or partnership status, or veteran status.