Title: Art Collections Assistant & Curator

Reports to: ANA Program Coordinator and Multimedia Specialist

Status: Part-Time, Not Exempt

Job Overview:

At Trickster Cultural Center, our strength is delivering leading-edge, culturally relevant, educational, and artistic programming and special events that support those we serve. Established on a foundation of Native American heritage and tradition, Trickster increases the visibility and impact of contemporary cultural arts and education nationally through: all arts media, music, veterans, fatherhood, and social justice issues to advance these programs. We’re proud to set the standard for success in the field of cultural appreciation and awareness. The following position is funded by a grant.

The Art Collections Curator is responsible for implementing and managing Trickster’s art collections and exhibitions design, installation, and de-installations using professional handling procedures. The Art Collections Curator maintains Trickster’s art storage collection by collecting, organizing, evaluating, and cataloging arts, collectibles, and historical items, and manages all incoming and outgoing art. This job requires the employee to conceptualize exhibitions, research artwork, and work with the Program Coordinator and Arts Manager to create instructional activities, educational materials, and labels for exhibits, collections, and public service programs. In line with the Trickster’s mission, they will need to identify and procure relevant artists, then design exhibit installations and special events around their art. They will assist with the photography of new art and the uploading of images into Shopify and collection software. They will need to accept incoming exhibit art and, after an exhibit’s conclusion, package art for return. This position currently is funded by the Gaylord and Dorothy Donnelly foundation and is a 9 month position for 15 hours a week, until additional funding is received.

Job Duties:

- Research and identify new/unique artists
- Communicate with artists and facilitate the design and installation of their exhibits; manage expectations around artist’s collaboration with education programming efforts
- Record and catalog all artwork and items in collections, including researching objects for identification and authentication via bios and history
- Ensure the adequate care of on-loan objects and objects in our permanent collections
- Work with the exhibit team and Program Coordinator to plan exhibit presentations, install artwork and objects, and create labels and interpretive materials
• Train volunteers and staff on exhibition presentation and information
• Organize and maintain Trickster’s art collection and work storage areas
• Communicate exhibit schedules to all team members for promotions
• Assist with photographing art and uploading to Shopify software
• Work with Multimedia Specialist to create online and creative design
• Provide excellent customer service and promote Trickster’s mission and vision in all activities, within and outside the facility
• Other duties as assigned

Job Qualifications and Education:

• BFA preferred
• Deep knowledge of the arts, including artists, artistic forms, and artistic methods
• Possesses specialized knowledge of gathering art and history about collections
• Knowledge of exhibition development and operations as well as curatorial practices and the handling of artwork
• Knowledge of best practices for gallery and exhibit space design
• Be familiar with and developing relationships with collectors, artists, scholars, and others
• Have experience researching artists and related subjects
• Ability to manage multiple projects and collaborate with cross-functional teams
• Proficiency in Microsoft Office Suite, Mac, DropBox, and large file transfer systems
• Ability to quickly learn and perform all duties with accuracy and efficiency
• Excellent written and verbal communication skills
• Willingness to work independently and as a team
• Knowledge of and appreciation for Native American and multicultural history and heritage
• Be willing to adapt to online educational context and exhibits

Physical Demands
• Ability to carry 40lbs; ability to lift and arrange equipment and furniture

Work Environment
• Office environment; some outdoor events and activities

A Native American Owned and Operated Art Institution (Gallery/Museum) in Illinois 501 (c)(3) not-for-profit organization