



Title: Curator

Reports to: Chief Curator Status:

Full time, Exempt

El Museo del Barrio, founded by a coalition of Puerto Rican parents, educators, artists, and activists, is the nation's leading Latino and Latin American cultural institution. The Museum welcomes visitors of all backgrounds to discover the artistic landscape of these communities through its extensive Permanent Collection, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events.

Job Description

As a part of the Curatorial team, the Curator will specialize in Latinx, with expertise in the art and culture of historically marginalized Latinx communities in the United States, including but not limited to Puerto Ricans, Chicanos, Afro-descendants from the Americas and LGBTQ populations. The Curator will support the museum's effort to emphasize the importance of Latinx art as part of the art historical canon, and our advocacy efforts. In consultation with the curatorial team, the candidate will also serve as an in-house scholar, manager and spokesperson for El Museo del Barrio. The candidate is responsible for general public interface as well as for all aspects in the production and implementation of designated temporary, Permanent Collection, and travelling Museum exhibitions, and all related programming and printed matters. They will be responsible for research, development, interpretation, implementation, documentation, dissemination, and reporting.

Specific Responsibilities:

Exhibitions and Programming

- In collaboration with the Curatorial team, develop and manage El Museo-led Latinx exhibitions and curatorial projects both onsite and offsite (El Barrio and beyond).
- Responsible for all aspects of planning for said exhibitions, including but not limited to: all correspondence, clarifying and producing final checklist, short and long narrative descriptions, power point presentations and other development materials, proposed programming calendars, bibliographies and other educational materials, and tracking and adhering to all related budgets set forth by the institution.
- Produces proposed exhibition layouts and installation and de-installation schedules, including the planning of all personnel (security, art handlers, operational personnel, artists, etc.), display furniture mounting needs, A/V equipment and its installation, and other site-specific technicalities. Insures all materials and personnel needed are present as required. Maintains and updates schedules during installation and de-installation, informing all parties of any changes.
- Responsible for the supervision of the entire installation and de-installation as the curator-in-charge for said exhibits, including planning, coordination and implementation, as well as responsible for resolving any unexpected problems or issues which may arise.
- Coordinates and manages images and captions for press, education and curatorial, and suggest appropriate materials for the Museum Shop in a timely fashion, including books, catalogues, and other merchandise.



- Collaborates with Public Programs and Education departments to develop and present exhibition-related and general programs about current and relevant topics as it relates to Latinx art and artists.

Administrative and Other Related Duties

- Builds relationships with artists, galleries, foundations and the national art community, as it relates to Latinx.
- Regularly interfaces with a broad and interested public, including attending panels, studio visits, creating innovative ways to support the production and promotion of Latinx artists, curators, and cultural workers.
- On-going contact with artists, community members, colleagues and students regarding the art, artists, and programs related to El Museo.
- Assists in ongoing research and recommendations of new Latinx art acquisitions for the Permanent Collection.
- Assist in preparing grant proposals related to exhibitions and programs.
- Attends all institution-wide meetings, and occasional attendance at meetings with boards, funders, artists, curators, or professional colleagues as requested.
- Other duties as assigned by Chief Curator.

Desired Requirements

- Master's (PhD preferred) in Art History, Fine Arts, Museum Studies and 3 to 5 years of curatorial or museum experience and track record of organizing Latinx exhibitions or 5-7 years of equivalent experience
- Knowledge of and experience with broader field of historically marginalized Latinx communities in the United States, including but not limited to Puerto Ricans, Chicanos, Afro-descendants from the Americas and LGBTQ Populations.
- Knowledge of the history and cultural importance of El Barrio (East Harlem) and other Latinx enclaves in New York City preferred.
- Spanish/English bilingual skills.
- Fluency in various computer and digital imaging systems (TMS) preferred.
- Excellent oral, written, and interpersonal skills.
- Ability to manage simultaneous priorities and meet deadlines.
- Ability to work well with various constituencies, and supervise volunteers, interns, professional contract workers, and others.

Please send a cover letter and resume via email to jobs@elmuseo.org, with Curator in the subject line. No phone calls, please.

El Museo del Barrio is an equal opportunity employer who does not discriminate on the basis of race, color, age, sex, sexual orientation, religion, ethnicity, national origin, disability, marital status, veteran status or any other legally protected status.

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