



## **ASSISTANT CURATOR**

Assistant Curator is a multi-faceted position supporting the realization of the Gallery's ambitious exhibition schedule, and coordinating the public programs accompanying the exhibitions. Reporting to the Gallery Director, the Assistant Curator will research and assist in the development of the contents of the exhibitions including developing checklists, negotiating loans, and managing the administration related to the exhibitions. S/he creates interpretative materials, printed matter, and publications in coordination with the Gallery Director, guest curators and external partners. The position has lead responsibility for the educational programming related to the exhibition, and working with other departments, docents, and museum educators on the education programs. The Assistant Curator must be a team player. S/he must be an excellent writer able to produce educational and promotional materials to outreach to a broad audience. She/he plays a critical role in liaising between various department at Japan Society, and in building relationships with institutional partners, funders, and supporters of the Gallery.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with Gallery Director and exhibition curators to assist in the development of exhibitions and programs;
- Research contents for exhibitions and programs to create checklists;
- Develop innovative public programs with an emphasis upon audience needs while in compliance with budget constraints;
- Create exhibition materials including didactic texts, labels, publications brochures, etc. while ensuring content is intellectually accessible to a broad audience in conjunction with Gallery Director and exhibition curators;
- Assist in the development of grant applications and other fundraising materials in coordination with the development team;
- Prepare exhibition and project reports including compiling all the related data;
- Work in tandem with the Exhibitions Manger to ensure that image rights and copyright restrictions are adhered to for all exhibition related materials;
- Develop and provide necessary PR materials to the Marketing & Media Department and the external publicist. If required, contact artists, artists' representatives, related institutions and galleries to obtain necessary materials and approvals;
- Act as contact person for the external publicist;
- Manage docents and educators, including exhibition-specific training sessions, scheduling docents for public tours, processing and scheduling all private tours;
- Oversee the expense for the production of didactic material and public programs.

### **QUALIFICATIONS:**

- Master's degree preferred in related subject (e.g. art history, arts management and/or Japanese/Asian Studies), and relevant postgraduate employment or equivalent experience.
- Experience in organizing exhibitions and/or public programs.

- Demonstrated understanding of the principles and methods involved in interpreting exhibition contents for a wide range of audiences in museums or art galleries.
- Excellent research, writing, and oral presentation skills.
- Strong proficiency in Microsoft Office.
- Excellent interpersonal and communication skills.
- Possess a strong commitment to working as part of a team across departments.
- Must be an innovative, creative, and imaginative thinker.
- Demonstrated understanding of best practices in museum exhibitions, art education, and public programming.
- Meticulous attention to details and ability to meet firm deadlines.
- Japanese language skills and interest in Japanese arts and culture preferred.

**To Apply:** Email your resume and cover letter to the Director of Human Resources at [jobs@japansociety.org](mailto:jobs@japansociety.org).

Founded in 1907, **Japan Society** in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. *For more information, visit our website <http://www.japansociety.org>.*

***Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.***