



Position Available

Curatorial Assistant Souls Grown Deep Foundation & Community Partnership

Mission Statement

Souls Grown Deep Foundation & Community Partnership are dedicated to promoting the work of Black artists from the American South and supporting their communities by fostering economic empowerment, racial and social justice, and educational advancement.

About the Position

Souls Grown Deep Foundation & Community Partnership seeks a **Curatorial Assistant** to support SGD's ambitious mission to promote the artwork and cultural importance of Black artists and traditions from the Southern United States. It is an exciting time of opportunity which includes assisting on an international exhibition of the Souls Grown Deep Foundation Collection opening in March 2023. Souls Grown Deep (SGD) has received over \$3 million in donations over the past 24-months from hundreds of donors, including the David Rockefeller Fund, the William and Flora Hewlett Foundation, and MacKenzie Scott. With greater support has come growth in our collection transfer program and the increased visibility of the artists through exhibitions, publications, museum acquisitions, and collaborations globally. SGD is seeking a dynamic Curatorial Assistant to help to promote its mission. The Curatorial Assistant will be a passionate and knowledgeable advocate for the arts and an articulate and persuasive communicator. This is also a unique opportunity to work with a cadre of talented international colleagues on an exhibition.

POSITION DESCRIPTION

Reporting directly to the Curator, they are responsible for a variety of curatorial and administrative tasks including exhibition research and planning; managing contacts and correspondence; assisting with the coordination of catalogs, didactic materials, and

exhibition documentation; writing and editing exhibition-related copy; and registration activities while serving as project liaison to other foundations and museums, galleries, curators, and artists.

Duties and Responsibilities

General Curatorial and Administrative Support

- Provide general curatorial and administrative support to the Curator and Director of Collections.
- Interface regularly with SGD artists, curators, colleagues, and museum partners to facilitate acquisitions and loans.
- Assist with Collection Transfer Program with partner museums; maintaining and updating checklists and object records on collection database (Collector Systems).
- Attend meetings; keep track of action items and departmental to-do lists.
- Answer routine correspondence, telephone, and email communications.
- Assist Curator with implementing audio/ video conversations and presentations, as required.
- Manage social media content.
- Other duties as assigned.

Exhibition Planning

- Assist Curator and Director of Collections with all aspects of exhibition organization and administration including securing loans and loan correspondence, artist and gallery correspondence, data entry, image scanning, scheduling meetings, and making travel arrangements
- Assist Curator with exhibition-related didactics including creating object label copy and wall texts; and publications, including exhibition catalog texts and website content.
- Must be able to perform art historical research.
- Other duties as assigned.

Requirements

- A bachelor's degree required; advanced degree in art history, museum studies, or museum curating preferred, with an interest in African-American art, Black Diasporic visual culture, and social justice highly desired.

- Knowledge of contemporary art is a must; Experience with arts-related organizations is highly preferred.
- Excellent interpersonal, grammar, writing, and organizational skills; attentive listener; and engaging storyteller.
- Demonstrated commitment to SGD's mission and a passion for art and social justice.
- Ability to effectively and efficiently manage multiple priorities with competing deadlines, with humor.
- Ability to work remotely, both independently and as part of a small team. Attend in-person meetings, when required.
- Proficiency in MS Office Suite and database management applications.
- Fluency in English.

Compensation

Salary: Commensurate with experience and abilities and reflective of salary levels in similarly sized cultural institutions and nonprofit organizations.

Duration of position: 12 months, with possibility to become permanent. This position is a full time position to start immediately.

To apply: Submit one document that includes your cover letter (providing your salary requirements and how you learned about the position) and your resume and send via email to: employment@soulsgrowndeeep.org.

Applications will be accepted until May 5, 2022 or until the position is filled.

Souls Grown Deep is an Equal Opportunity Employer and values diversity in its workforce.