

Phoenix Art Museum is looking for a **Curatorial Fellow** through the Diversifying Art Museum Leadership Initiative (DAMLI) to participate in the entire range of curatorial duties and assignments under the direction of the Selig Family Chief Curator. This position works with the Modern and Contemporary Art department in all phases of exhibition development including: writing checklists, didactic texts, online content, and publication development. Responsible for conducting extended research in the chosen area of research with the intended goal of organizing an exhibition and producing a publication at the end of the two-year Fellowship.

Fellowship Parameters:

1. Complete applications must be submitted by May 1, 2018.
2. The Museum encourages applications from members of historically underrepresented groups in the curatorial and museum profession, including art history students who are members of racial and/or ethnic minority groups.
3. Successful candidates will demonstrate interest and expertise in a curatorial focus of their choice in modern and contemporary art that reflects Phoenix Art Museum's multicultural community and geographic location near the U.S./Mexico border.

Job Duties:

1. Conduct extended research in the chosen area of research with the intended goal of organizing an exhibition and producing a publication at the end of the Fellowship.
2. Serve as a departmental point of contact for other divisions including Education, External Affairs, Finance and Operations, and Development as they pertain to modern and contemporary exhibitions.
3. Serve in a mentor/leadership role to the Museum's Teen Art Council and higher education interns through regularly-scheduled conversations that will lead to the development of an original public program.
4. In addition to the research-based project, assist with general collection and exhibition research and planning, with access to the vault/collection at the discretion of the Chief Curator.
5. Participate in regular curatorial meetings to help coordinate exhibition schedules, budgeting, and staff allocation necessary to complete activities.
6. Prepare correspondence, reports, manuscripts, forms, gallery labels, contracts and other material.
7. Coordinate publications including proofing, copyright reproductions, and interface with graphic designers.
8. Work with the Museum's registrar in the conservation and shipment of art works.
9. Organize and maintain paper and electronic records and files.

Minimum Qualifications:

1. The Diversifying Art Museum Leadership Initiative Curatorial Fellowship at Phoenix Art Museum is offered to students of underrepresented ethnic backgrounds who have recently completed or are currently enrolled in their studies at the graduate level in Art History or a related field.
2. Minimum of one year experience in a project support position or continued degree program.

Knowledge of:

1. One or more foreign languages, Spanish preferred.
2. Microsoft Office, including PowerPoint, as well as Photoshop, internet software, and TMS permanent collection database.
3. The history of international modern and contemporary art

Skill and ability to:

1. Organize, prioritize, and accomplish multiple projects concurrently.
2. Follow through independently on routine responsibilities.
3. Effectively perform research and compile data
4. Communicate effectively both in written and oral form with tact and diplomacy with museums, galleries, and private collectors.
5. Work effectively with a wide variety of Museum supporters, visitors, volunteers and staff

To apply, please submit the following with job code PAM-DCF to HR@phxart.org before May 1, 2018:

1. A letter of interest that addresses the following information:
 - What interests you about Phoenix Art Museum's DAMLI Curatorial Fellowship? Please outline your curatorial focus.
 - Describe your definition of diversity and address your commitment to representing diversity in museums and the visual arts.
2. Resume/CV
3. Three academic or museum references
4. Official transcripts
5. A short writing sample

**** Incomplete applications may not be accepted for review. ****