Curatorial Volunteer

Description
The Curatorial Volunteer assists with many areas of the department’s responsibilities. In addition to major projects, the volunteer participates in the daily functions of the department and learns about Museum and non-profit work. S/he will participate in a diverse range of curatorial responsibilities related to exhibitions, the Museum’s Permanent Collection, database maintenance, and BAM’s Art Research Library.

Duration
BAM is seeking a volunteer to work from January – December 2018. The volunteer ideally will be available 15 hours per week.

Education
Recent graduates with a degree in art, art history, education, and/or history are encouraged to apply. Students enrolled in an academic program at a college or university are also eligible.

Qualifications
- Exceptional attention to detail, collegial attitude, and high level of professionalism
- Computer skills should include Adobe Photoshop, Microsoft Word, Excel, and PowerPoint
- Previous experience in research, writing, and editing

Preferred Qualifications
- Excellent verbal and written communication skills
- Excellent organizational skills
- Ability to work independently and be self-motivated
- Enthusiasm and passion for art history, contemporary art, museum studies, history, and research

Major Projects for 2018
- The volunteer’s main, on-going project will involve object research on works in the Museum’s Permanent Collection. This will primarily entail data entry, and will occasionally include provenance research and artist research, as well as research on the historical/art historical significance of individual objects.
- The volunteer will assist with exhibition preparation during installations and de-installations on occasion, once fully trained.
- The volunteer will participate in administrative tasks and special events for exhibitions as needed.

To Apply (Electronic Submissions Only)
- Submit a formal cover letter addressing your interest in the Museum’s curatorial volunteer position, your reasons for seeking a volunteer position at BAM, and whether you are able to make a year-long commitment.
- Submit a current CV or résumé with relevant education and employment history.
- Submit a list of three educational and/or professional references.

Submit materials to
June Black, Associate Curator of Art
june@boiseartmuseum.org

No in-person or telephone inquiries, please