



## Exhibition Assistant Job Description

**Department:** Collection and Exhibition Department

**Reports to:** Director of Collection and Exhibitions

**Hours:** 9-6pm, occasional nights/weekends

**Location:** San Francisco

**FLSA Code:** Exempt

**Status:** Full Time

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### **SUMMARY OF POSITION:**

The Exhibition Assistant reports to the Director of Collections & Exhibitions and is responsible for facilitating many aspects of the Director's daily responsibilities and projects, including providing administrative support, maintaining departmental calendars and assisting with vital details of exhibition development and Collection projects.

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

The following reflects the Walt Disney Family Foundation's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Director of Collections and Exhibitions may assign or reassign duties and responsibilities to this position at any time.

#### **Curatorial and Clerical Support:**

- Maintain departmental calendar and coordinate timing with Director of Collections and Exhibitions and Exhibition Manager
- Assist with research regarding the permanent collection, acquisitions, exhibitions, and special projects including exhibition catalogs
- Verify and communicate information pertaining to upcoming Museum wide projects to Collections and Exhibitions staff, as well as from Exhibitions and Collections staff to other pertinent departments within The WDFM
- Provide general support and oversight in order to meet departmental deadlines

#### **Exhibition Planning:**

- Serve as a liaison between guest curators and The WDFM Exhibition and Collection staff, facilitating the exhibition process by managing and maintaining the exhibition objects list, and relaying protocols and timelines
- Assist with the Curatorial contributions to the exhibition object list, tracking any changes and communicating information to the Exhibition team
- Submit requests for approvals from various lenders and partner organizations for exhibition content
- Work with other departments within the Museum to ensure that appropriate staff have correct and current information pertaining to The WDFM exhibitions
- Work with Director of Collections and Exhibitions to research and verify all object information for exhibitions

#### **Collection Management:**

- Remain informed of collection management principles and procedures
- Work closely with Registration and Conservation staff in regards to current information and

appropriate use of collections objects

**QUALIFICATIONS:**

- Proficient with collections management and exhibition related software, including EmbARK (or related database), Excel and Adobe Photoshop
- Ability to achieve and maintain best curatorial practices
- Knowledge of museum and exhibition methods and practices, including the proven methods of developing, planning and implementing museum exhibitions
- Possess a high level of initiative, as well as follow-through and flexibility
- Excellent interpersonal skills, ability to relate to and communicate with all members of Museum and Fine Arts community
- Detail oriented and able to manage multiple projects simultaneously
- Proficient in museum practices and methods, including art handling best practices, artwork care and storage

**EDUCATION AND EXPERIENCE:**

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is desired as noted:

- Two years of experience as a curator or an assistant curator in a museum, gallery, private collection or cultural organization.
- A Master's degree from an accredited college with specialization in curatorial studies or museum studies

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. Must be able to work in a low-temperature, climate-controlled office environment. Work may require occasional weekend and/or evening work.

To apply:

Please send your resume and cover letter to [Careers@wdfmuseum.org](mailto:Careers@wdfmuseum.org). Please title the email "Exhibition Assistant" Electronic application required.