



Public Art Fund (PAF), New York's leading presenter of contemporary art projects in public spaces, seeks an **Assistant Curator** to join its curatorial department.

As the leader in its field, Public Art Fund brings dynamic contemporary art to a broad audience in New York City and beyond by mounting ambitious free exhibitions of international scope and impact that offer the public powerful experiences with art and the urban environment. These projects set the standard for excellence in the field, giving urban space new meaning, while engaging diverse audiences and making culture accessible to all.

The **Assistant Curator** will play a key role in the conception, development, and implementation of its artistic programs. The **Assistant Curator** is an integral part of the Curatorial team and works closely with curatorial colleagues, artists, the project management department, and other PAF staff in the development and production of exhibitions and programs, including commissioned works. The **Assistant Curator** reports to the Senior Curator.

RESPONSIBILITIES

- Assist in formulating compelling exhibition proposals that are both conceptually strong and technically feasible
- Propose and develop exhibition proposals that further goals of engaging with publics across New York City
- Execute exhibition development and implementation at the highest professional standards, including research, writing, presentations, budgeting, and coordination with project managers
- Manage department timelines
- Generate concise and lucid texts for various applications including interpretive signage, website, educational materials, catalogs and other publications, grant proposals etc.
- Organize and process department bills and finances
- Respond to general project inquiries and unsolicited artist proposals
- Maintain organized digital artist and exhibition files
- Contribute broadly to the development of PAF's artistic program, including Creative Partnerships and touring exhibitions
- Develop effective working relationships with external PAF partners
- Participate as needed in Development initiatives including donor cultivation, fundraising campaigns, and special events.
- Maintain a high level of involvement in the art community and foster key relationships with artists, collectors, and curators

QUALIFICATIONS

- Minimum of two (2) years relevant curatorial experience
- Demonstrated capacity to work collaboratively and creatively on teams
- Demonstrated and strong ability to develop and sustain rich and meaningful relationships across constituencies, publics, and stakeholders
- Desire to work efficiently, enthusiastically, and strategically toward collective PAF goals
- Excellent communications skills, both written and verbal; strong writing and editing abilities
- National and international network of artists and professional contacts
- Experience working effectively with diverse audiences, from artists and patrons to partners and the general public.
- Competency with Microsoft Word, Excel, and PowerPoint; G-Suite; Adobe Acrobat Pro, and Photoshop

Please email cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title "Assistant Curator - 2022" in the subject line.

The Assistant Curator is a full-time non-exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work is primarily performed in an office environment, on a hybrid schedule. Hours outside of the scheduled work times are an occasional requirement of the position. Salary is \$48,000 - \$53,000 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.