

CHICAGO ARCHITECTURE BIENNIAL

Curatorial Assistant Job Description

Reporting to the Artistic Director and Biennial leadership, the Curatorial Assistant supports the Artistic Director and Curatorial Team with research, development and production of the exhibition, publication and programs for the 2019 Chicago Architecture biennial. This is a full-time contracted position with benefits.

Job description:

Curatorial Research and Support:

- Assist the Artistic Director and Curatorial Team with curatorial research for the exhibition and its related programs
- Work closely with the Curatorial Team and Production Team to organize participant proposals
- Maintain information to ensure accuracy across all print and media platforms

Exhibition Support:

- Prepare and manage checklists and loan requests for all work exhibited in the biennial
- Assist with writing, editing and preparing of exhibition texts including labels and didactics
- Support the Production Team by researching fabricators and vendors for work being produced locally
- When necessary, provide on-site support during installation

Publication:

- Support curatorial research for publications related to the biennial
- Assist with gathering information and support with writing, transcribing and editing materials for use in publications
- Manage image rights and reproductions

Participant Management:

- Manage the distribution of information related to participation, such as, participant agreements
- Organize, manage and update participant information for use on website and media platforms
- Work with event team to communicate opening weekend events and activities to participants
- Help organize and manage travel plans for participants during opening weekend

Administrative Support:

- Provide clerical support as needed, including answering phones, monitoring incoming mail, responding to inquiries, acquiring equipment or supplies, and coordinating meetings (including catering and preparing necessary presentation materials)
- Manage the Artistic Director's calendar and daily schedule as needed
- Assist with coordination of logistical needs for Artistic Director and Curatorial Team travel including flights, lodging, meals, and any event-related logistics
- Other tasks assigned as needed

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Qualifications:

Master's degree in art history, Architectural History, Architectural Design, Curatorial Studies, Museum Studies, or equivalent qualification. Strong knowledge of current developments in architecture, urbanism spatial practices preferred.

- At least two years of prior museum, gallery or biennial experience, or equivalent training
- Strong research, writing and administrative skills with demonstrated ability to write for general and specialist audiences
- Proactive and independent thinker who is able manage multiple tasks, and track and meet rolling deadlines
- Willingness to work collaboratively and support the goals of the curatorial team and biennial

Application materials:

- Letter of interest/cover letter
- Resume/CV with names and contact information of 2 references
- 2 writing samples; one short (exhibition label length) and one long (article length).

Please send all application materials to info@chicagoarchitecturebiennial.org.