

NOTICE OF FELLOWSHIP OPPORTUNITY

Art Advisory Board Fellow position

The Art Advisory Board of the Mount Holyoke College Art Museum sponsors a fellowship position to afford an alumna a one-year period in which to extend their education and professional training. Intended to be equivalent to an entry-level position in an art museum setting, the fellowship is designed to provide the recipient the opportunity to learn a broad range of curatorial, research, collection management, and administrative skills.

Term:

1 year, July 1 – June 30 (start and end dates somewhat negotiable)

Compensation:

Stipend of \$25,000, health, dental, life- and long-term-disability insurance, paid vacation, and sick leave in accordance with the college's established benefits for full-time employees.

Position Description:

The fellow will carry out a variety of projects designed to provide her with an opportunity to develop skills and experience in the following:

- Research
- Collections management including database/records management; physical management of the collection; exhibition set-up and take-down; planning incoming and outgoing shipments of objects.
- Management of requests for reproductions of permanent collection objects and for the associated reproduction rights.
- Exhibition development including researching possible loans; writing text for exhibition wall labels; physically preparing labels and exhibition cases; assisting in

the layout/design of exhibition space; assisting in the development of exhibition-related events.

- Administrative duties including attending staff meetings, presenting reports, assisting the director and business manager in development efforts.

Skills:

Qualifications include excellent writing and research skills; proficiency in database management, word processing, Excel spreadsheets, good manual dexterity for handling art objects, or a demonstrated aptitude to learn these systems effectively. The successful candidate must be self-directed, possess strong organizational skills and be comfortable working independently. Applicants must have a strong background in undergraduate art history courses and a commendable academic standing. Must be able to communicate effectively with Mount Holyoke College students, faculty, staff, volunteers, and the general public. Fluency in French, Italian, or German extremely helpful. Candidates with prior successful internship experience (paid or volunteer) in a museum setting (especially at the Mount Holyoke College Art Museum) will be given first consideration. Strong interest in working as a member of a team and sense of humor greatly appreciated.

Application Process:

The application process is formal and competitive. Interested applicants should submit the following to the director of the Museum by February 13: a letter of interest, a curriculum vitae, a writing sample, a transcript, and at least two letters of recommendation. After a review of the applications, the top candidates will be interviewed by Museum staff. The candidate chosen for the position will be notified by mid-March.