

**PLEASE POST and/or PUBLISH  
(August 2011)**

**ASSISTANT CURATOR** [Position open immediately]

**Museum of Chinese in America (MOCA)** is seeking an Assistant Curator to coordinate and maintain permanent and temporary exhibitions, and contribute to conceptualizing and planning upcoming exhibitions and related programming.

Founded in 1980, the Museum of Chinese in America (MOCA) is dedicated to preserving and presenting the history, culture and diverse experiences of people of Chinese descent in the United States. The Museum promotes dialogue and understanding among people of all cultural backgrounds, bringing 160 years of Chinese American history to vivid life through its innovative exhibitions, educational and cultural programs. For more information visit [www.mocanyc.org](http://www.mocanyc.org).

**RESPONSIBILITIES:**

- Coordinate and implement installation and de-installation of exhibitions (3-4 per year)
- Assist with conceptualization, development and research of temporary exhibition subjects
- Manage and maintain of permanent and temporary exhibitions
- Serve as liaison with guest curators, artists, or lenders
- Registrarial duties, including executing incoming temporary loans and condition reporting
- Supervise installation and art handling crews during installation and de-installation
- Manage curatorial interns
- Maintain and organize exhibition files
- Develop and manage publications related to exhibitions
- Collaborate and support related educational and public programs

**EDUCATION**

- Bachelors degree from an accredited college or university desired. Master's degree in curatorial, museum studies, art history, or Asian American studies background preferred
- At least 2 years working in a museum or exhibition space, or equivalent experience

**EXPERIENCE & SKILLS:**

- Fundamental knowledge of and experience in registrarial, exhibition installation and art handling processes
- Exhibition coordination and project management in museum or gallery environment
- Ability to supervise and manage temporary installation crew, freelance designers and curatorial interns
- Ability to multi-task and prioritize in a fast-paced environment
- Interpretive and institutional writing proficiency
- Ability to manage and execute scholarly research related to exhibitions
- Ability to work independently and in a team environment
- Knowledge of concepts in Asian American history, art history and contemporary art desired
- Fluency in Filemaker Pro and Microsoft Office suite essential, Adobe suite preferred
- Bi-literate English/Chinese desired

**This is a full-time, permanent position. Salary is commensurate with experience.**

**Please send, email or fax a cover letter and resume to:**

Assistant Curator Search  
Museum of Chinese in America  
215 Centre Street  
New York, NY 10013

HR@mocanyc.org  
Fax: (212) 619-4720

The Museum of Chinese in America is an equal opportunity employer. Applications will be accepted until the position is filled.