**JOB TITLE:** Collections and Exhibitions Associate  
**REPORTS TO:** Director of Collections and Exhibitions  
**DEPARTMENT:** Collections and Exhibitions  
**STATUS:** Full-time/Non-exempt  
**SALARY:** $28-30/Hour

**POSITION SUMMARY:**
The Monterey Museum of Art seeks an individual with exceptional organizational skills and attention to detail for the position of Collections and Exhibitions Associate. This position provides administrative and research support to the Collections and Exhibitions department, with close collaboration with Education and Public Programs, Marketing and Communications, and Advancement departments. Key responsibilities include supporting exhibitions and acquisitions, conducting art historical research, updating database records, and other special projects in coordination with Museum staff. The ideal candidate will demonstrate broad intellectual curiosity, a profound interest in contextualizing various time periods and cultures within a museum setting, and the ability to independently evaluate and prioritize competing priorities that support the Collections and Exhibitions department’s strategic objectives and plans.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Collections**
- Performs collection-focused research including biographical, provenance, and bibliographic research.
- Prepares acquisition justifications and maintains Exhibition and Acquisitions Committee files in collaboration with Collections and Exhibitions staff.
- Assists with collection rotations, including checklists and interdepartmental coordination.
- Updates digital and physical records related to objects, artists, and exhibition histories.
- Communicates with artists, collectors, vendors, and other museum professionals as necessary.

**Exhibitions**
- Provides comprehensive support for the planning, development, and execution of temporary exhibitions from outside the Museum and from the permanent collection.
- Researches, writes, and proofreads wall texts and extended object labels; also reviews production of any ancillary exhibition materials for accuracy.
- Writes exhibition summaries and reviews object details (titles, dates, licensing and/or reproduction permissions) from the permanent collection for internal and external use; assists in the production of print and multimedia interpretive materials, including image files and website/app content.
- Composes contractual agreements for exhibitions, artists, and external curators in collaboration with Museum departments heads.
- Manages Collections and Exhibitions calendar in collaboration with Museum staff.
- Oversees exhibitions progress updates via project management software and cloud-shared documents.
- Supports Museum publications by obtaining permissions and copyright clearance for images and maintains accurate credit lines.
Departmental

- Demonstrates a commitment to the Museum’s strategic focus and departmental objectives.
- Participates in professional networks, workshops, and programs to stay current with relevant practices, methods, and technologies, as well as adding new skills to share with the department.
- Contributes texts to the Museum’s online publications as needed.
- Communicates with Advancement department in relation to season opening receptions, grants/proposals, and exhibition donors/sponsors.
- Performs other duties as assigned.

REQUIREMENTS:

- Bachelor’s degree in art history, museum studies, or related field. Master’s degree a plus.
- 2-3 years of experience (fellowships and/or internships) or relevant work.
- Excellent written and verbal communication skills.
- Proficiency in art historical research methods and database management.
- Proficiency in computer skills including Microsoft 365 (SharePoint, OneDrive, Teams, etc.); familiarity with database software EmbARK a plus.
- Strong organizational and multitasking skills with exceptional attention to detail.
- Enthusiasm for fostering public engagement and appreciation of the arts.

ABOUT THE MONTEREY MUSEUM OF ART:

The Monterey Museum of Art cultivates curiosity in the visual arts and engages community with the diversity of California art – past, present, and future. Featuring a diverse permanent collection of nearly 10,000 objects, the Monterey Museum of Art (MMA) organizes over fifteen temporary exhibitions each year. Emphasizing education and public programs, MMA is deeply committed to serving as a collaborative center where art and community engage. With a dedicated team of twenty-five full and part-time staff, and more than fifty volunteers serving as board members or docents, the Museum actively seeks candidates with diverse experiences and backgrounds and a passionate commitment to the arts and culture sector, museums, and public education.

Please send a résumé and cover letter to hr@montereyart.org

We will only contact those candidates selected for further screening.

The Monterey Museum of Art is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.