

EMPLOYMENT OPPORTUNITY

Assistant Curator of Public Programs and Engagement

The Pulitzer Arts Foundation is currently seeking to fill the position of Assistant Curator of Public Programs and Engagement. This position is responsible for assisting in the research, development, and management of public programs at the Pulitzer, including interpretive programs for exhibitions, artist commissions, community projects, seasonal collaborations, and other projects as assigned by the Director of Public Programs and Engagement. The Pulitzer's programs are known for engaging internationally-respected leaders in their field – artist, poets, composers, architects, and designers, among others – while simultaneously engaging St. Louis-based publics and communities. A successful Assistant Curator of Public Programs and Engagement will be a creative and effective event manager, who is able to work closely with collaborators, stakeholders, and staff to produce a diverse range of public programs at the highest standards. The ideal candidate will possess a Master's degree in the arts or another creative industry and a minimum of three years of experience working in a creative field. The position is full-time with excellent benefits.

Position: Assistant Curator of Public Programs and Engagement

Reports to: Director of Public Programs and Engagement

Status: Full-time

Position Responsibilities and Duties

Research and manage projects for the Public Programs and Engagement department assigned by the Director of Public Programs and Engagement:

- Conduct research as assigned
- Work with the Director of Public Programs and Engagement to manage project collaborators, timelines, staffing plans, contracts, and budgets
- Build meaningful collaborator relationships, including but not limited to facilitating their experiences, coordinating travel and hospitality, and maintaining relationships with past, current, and potential partners
- Organize all aspects of events and onsite management, from working collaboratively with colleagues across departments and effectively communicating project details, scope, staffing plans, and timelines, to managing live events
- Lead groups through the galleries and welcome the public at Pulitzer events

Assist in the development of the creative vision for the department:

- Assist the Director of Public Programs and Engagement to build a cohesive schedule of public programs
- Participate in brainstorming for curatorial projects, exhibition-related programs, institutional programs, and community projects, including developing and pitching project ideas to the Director of Public Programs and Engagement
- Assist in defining audiences, goal-setting, metrics, and evaluation strategies
- Maintain knowledge of the Pulitzer exhibition and programs history
- Maintain knowledge of local and national trends and strategies for museum and arts programming

General administrative duties:

- Create and maintain detailed archive of project communications and documentation
- Participate in weekly department meetings and interdepartmental meetings
- Assist with specific duties as assigned to meet deadlines including, but not limited to, producing text for essays, board reports, and online and printed marketing materials
- Assist in the research and preparation of materials for meetings, conferences, or other events
- Gather project materials and run errands as assigned
- Represent the Pulitzer at St. Louis events and coordinated meetings

Preferred Experience and Background Skills

- A minimum of three years experience working in a creative industry
- Master's degree in the arts or another creative field
- Extreme attention to detail and ability to manage multiple, variously-scaled projects at once
- Proficient written and oral communication and impeccable organizations skills
- Self-motivated, resourceful, creative, and ability to work well on a team
- Strict adherence to professional ethics

The Pulitzer Arts Foundation is an equal opportunity employer.

HOW TO APPLY

Interested applicants should send a cover letter and resume via email to:

Sharice Williams

Assistant Business Manager and Human Resources Manager
employment@pulitzerarts.org