

ELLEN NOËL ART MUSEUM

4909 E UNIVERSITY BLVD • ODESSA, TX • 79762

EMPLOYMENT OPPORTUNITY

Position: Registrar/Associate Curator
Hours: Full - time
Salary: 44,000 per annum, plus employee benefits package
Deadline: Open until filled.

ENAM is seeking a dynamic and detail-oriented individual to join our museum team as a Registrar / Associate Curator. Reporting directly to the Curator, the successful candidate will be responsible for crucial museum functions including collections management, exhibition preparation/installation, and occasional curatorial projects.

The Registrar/Associate Curator will oversee collections management, ensuring the care and maintenance of our permanent collection. Duties include cataloging, numbering, and maintaining records using the Collections Database (Past Perfect). Additionally, the Registrar will coordinate borrowing and lending of objects, produce photographic documentation, and conduct regular inventory checks.

Working closely with the Curator, the Registrar/Associate Curator will prepare and install works of art for exhibitions. This includes overseeing packing/unpacking, arranging shipping and insurance, and managing budget-related tasks. The role involves monitoring gallery conditions, supervising exhibition maintenance, and ensuring security checks.

The Registrar/Associate Curator will propose, research, and periodically curate exhibitions with guidance from the Curator. Responsibilities include writing gallery labels, didactic materials, and collaborating with the education department for related programs.

Requirements:

- Master's degree in museum studies or related discipline preferred, undergraduate degree essential.
- Understanding of Collections Management functions.
- Familiarity with museum environment and professional best practices.
- Proficiency in Past Perfect software or similar database software.
- Ability to write condition reports.
- Excellent oral and written communication skills.
- Strong planning, organizational, and multitasking skills.
- Problem assessment and problem-solving abilities.
- Flexibility and ability to work collaboratively.
- Computer proficiency and knowledge of art and design.

Compensation:

Annual baseline salary of \$44,000, commensurate with experience as well as comprehensive benefits package (including health, dental, and vision insurance, disability and life insurance, vacation and sick leave, and employer-matched simple IRA).

If interested, please forward your cover letter, current resume, and list of 3 references by email to director@noelartmuseum.org.