



AGA KHAN MUSEUM

Curatorial Assistant (12 months fixed term maternity cover contract)

The Aga Khan Museum is a public institution devoted to the Islamic arts and cultures in all their historic and geographic diversity. The Museum's mission will be to inform, educate, and inspire audiences from all cultures by presenting art created in the Islamic world throughout the past fourteen centuries, along with current paths of artistic practice and cultural development. The Museum is currently scheduled to open in Toronto in 2014.

Purpose of Position

The Curatorial Affairs Department is seeking a professional to join the team on a fixed term contract basis to cover a maternity leave. The Curatorial Assistant will provide support and assist in all areas of curatorial operations, including collections management, permanent collection displays and temporary exhibitions, collections and acquisitions research, and public relations and development activities. By working on creative projects of all types with museum curators, registrars, conservators and other curatorial staff, the Curatorial Assistant will develop critical skills in museum practice and art historical research representing part of the training of a next generation museum professional.

Key Responsibilities

- Assist in cataloguing of collection;
- Assist in image research, both collection-based and collateral images;
- Provide support for exhibition teams;
- Participate in label-writing;
- Assist in registration, conservation and preparation practices;
- Provide support for installation of works of art;
- Liaise between curators and a range of museum professional staff;
- Assist visiting scholars who wish to access the collection;
- Participate with the curatorial team in receiving visitors, including visiting dignitaries, and giving gallery tours;
- Assist in the purchase of materials and equipment;
- Assist with curatorial correspondence;
- Assist in the preparation of curatorial scholarly research and presentations.

Additional responsibilities and activities will include

- Participate in Curatorial Departmental meetings;
- Participate in cross-museum conceptual meetings;
- Assist in the administration and day-to-day running of the Department;



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Education, Knowledge & Experience

- A Bachelors or Masters in Islamic Art History;
- Some experience in either an academic or museum environment;
- Demonstrated research and writing skills;
- Ability to communicate to and work with a variety of internal and external stakeholders, including volunteers and patrons;
- Excellent written and spoken English;
- Good knowledge of Persian or Arabic is preferable;
- Willingness to take the initiative on museum projects and multi-task in a fast-paced work environment;
- Knowledge of MS Office suite; experience with database and collections management software (TMS preferable); knowledge of photography and design software desirable.

Essential attributes for this position include:

- Having a passion for art history and its role in art museums;
- Having a clear perspective on the contribution of Islamic art to world civilization;
- Having a strong work ethic, professional and personal integrity;
- Creative and dynamic thinking, and ability to work on a team;
- Having an affinity with the underlining goals and philosophy of the Aga Khan Development Network

To Apply

Please send your cover letter and resume to akm.hr@akdn.org on or before June 20, 2014

The Museum thanks all those who apply, however only shortlisted candidates will be contacted.