



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Lichtenstein Fellow
Department:	Clark Atlanta University Art Museum
Reports To:	Dr. Danille Taylor

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned. The duties of this position are to be performed on-site during work hours as defined by the policies of the University."

General Function (Description):

Clark Atlanta University Art Museum: Curatorial (August 2025 - June 2026)

The Curatorial Fellow will work with the Museum Curator in the development and execution of exhibitions. Assist with research, writing and data management of materials pertaining to exhibitions. Participate in exhibition design and installation. They will also assist with providing tours of exhibitions for courses and the public. As needed, they will also be expected to assist staff with training volunteers and undergraduates, working special events at the museum.

Examples of Duties and Responsibilities:

Responsibilities are broad and varied including researching the collection, moving objects in storage, assisting with loan agreements, creating checklists, and the development of collections-based and temporary loan exhibitions. Working on Saturday and/or Sundays will be required for special events.
Saturday gallery hours may be necessary.

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Knowledge, Skills and Abilities:

- Considerable knowledge of the visual arts, administrative practices, good written and oral communication skills, MSWord , TMS EmbARK, and FileMaker Pro skills. Must be diplomatic, flexible, and congenial. Must be able to lift 40-50 pounds.

Minimum Hiring Standards:

Education	Bachelor's degree in art history or related field (focus in African American visual art and expressive culture); knowledge of African American fine art of the forties and fifties ideal.
Years of Experience	Some experience working in a museum environment
Years of Management/Supervisor Experience	NA

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