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One East 53rd Street / New York City / 10022 / 212 223 7800 / Fax 212 223 7801 / [PublicArtFund.org](http://PublicArtFund.org) / [PublicArtFund](#)

## Administrative and Research Assistant

(temporary, part-time)

An important contemporary artist is seeking an experienced Administrative and Research Assistant on a temporary basis for a major upcoming project in New York City, to be presented by Public Art Fund. The work will typically average between three to four days a week for a number of months leading up to the large-scale project. The ideal candidate will be professional, highly organized, and efficient, with attention to detail to help provide administrative support. Research and organizational skills are prioritized, and she/he should be able to take dictation well. Art historical knowledge and research skills are encouraged; and previous experience in contemporary art administration, either in a curatorial or research assistant role, at a gallery, studio, or museum is a must.

### Responsibilities:

- Conduct independent research related to project
- Write project descriptions and other texts for internal and external use
- Maintain comprehensive project schedule
- Coordinate casting and scheduling for filming
- Perform other general studio administrative tasks and errands

### Desired Qualifications:

- One to two years' experience in a research, curatorial, or administrative position
- Exceptional organization skills, ability to oversee complex schedules
- High attention to detail, capable of managing large volumes of data with accuracy and consistency
- Must be highly proficient in standard OS X software and Google Docs
- Excellent written and verbal communication skills required
- Strong interest and knowledge of contemporary art and art history

**Application deadline:** March 1, 2018

This is a temporary, part-time position. To apply, please email a cover letter (including salary requirements) and resume as a single .pdf file to [curatorial@publicartfund.org](mailto:curatorial@publicartfund.org) and include **ADMINISTRATIVE AND RESEARCH ASSISTANT** in the subject line. Please note that only successful candidates will be contacted. No telephone calls, please.