



Posted: March 28, 2023

Position: Assistant Curator

The Dixon Gallery and Gardens is seeking a dedicated and energetic art historian and curator to join a small, but productive curatorial team focused on original exhibition development, publications, and collection care, interpretation, and growth.

About the Dixon

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, significant cultural philanthropists and community leaders. Since opening as a museum and public garden in 1976 the Dixon has distinguished itself through its vitality, productivity, openness, and access. The Dixon stands for excellence in everything it undertakes and continually strives for diversity and inclusion. Known for its robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful learning gardens, admission to the Dixon is always free of charge.

Assistant Curator

The Assistant Curator at the Dixon Gallery and Gardens is a full-time, salaried position that holds responsibilities in every area of the museum's curatorial program. The position reports to and supports the work of the Dixon's Martha R. Robinson Curator, but is also a crucial figure in maintaining relationships between the curatorial department and the education, fundraising, membership, gardens, communications, operations, and finance teams.

Specific Duties

The Assistant Curator will research the provenance, exhibition history, publication history, etc., of all works in the Dixon permanent collection and enter that information into the Dixon's collections management software system. The successful candidate will present tours and lectures on the permanent collection at the museum and in the community and will continually add or edit labels for works in the permanent collection.

The Assistant Curator will provide administrative and research support for all Dixon-originated exhibitions, including maintaining checklists, providing support during the production of exhibition catalogues, and producing label and text panel copy for exhibition installations. The successful candidate will provide the same support for exhibitions taken from other institutions.



The position assists with all aspects of exhibition installations in the museum, including art handling, producing condition reports, unpacking crates, and other activities as required.

The Assistant Curator will eventually conceive and develop exhibitions and produce the content for related publications. The successful candidate is expected to manage the Dixon's ongoing Mallory/Wurtzburger series of regional contemporary art shows.

The Assistant Curator will represent the Dixon at all exhibition openings and related events. The successful candidate will write newsletter copy and other texts as needed for the advancement and promotion of the overall Dixon program.

Qualifications

- MA degree in art history or a Ph.D. or relevant related experience.
- Minimum three years of experience in an art museum curatorial department.
- Reading knowledge of French.
- Strong writing skills.

Qualified candidates should submit letter of interest and resume by email to Gail Hopper at ghopper@dixon.org by May 31, 2023.

The Dixon strives for a workplace that is diverse and inclusive. We provide equal opportunities to all applicants for employment without regard to race, creed, color, ethnicity, religion, sex, sexual orientation, age, military service, marital status, and/or disability.