

## Curator & Director of Exhibitions (Full-time)

### Museum of Chinese in America (MOCA)

Museum of Chinese in America (MOCA) is seeking a **Curator & Director of Exhibitions** to organize exhibitions, work with guest curators, and create exhibition-related programming in accordance with the Museum's mission.

MOCA is dedicated to reclaiming, preserving, and interpreting the history and culture of Chinese and their descendants in the United States. Through an ongoing and historical dialogue that shapes MOCA's collections, programs and exhibitions, people of all backgrounds are able to explore the diversity and complexity of American history and culture, while gaining unique access to the images, papers, oral histories and artifacts which document the story.

MOCA Exhibitions is comprised of the Core Exhibition, "With a Single Step: Stories in the Making of America", and special exhibitions which rotate every 4-6 months. Special exhibitions highlight a range of topics, from social history to contemporary art. Special exhibitions may be curated by in-house staff, MOCA-produced with a guest curator, or borrowed from outside institutions/ curators. MOCA exhibitions, particularly historical exhibitions, often include an oral history component.

### Responsibilities include, but are not limited to:

- Conceive, develop, and manage exhibitions related to MOCA's mission:
  - Program the museum's exhibition calendar at least 1 year in advance,
  - Oversee the maintenance of the museum's core exhibition, "With a Single Step: Stories in the Making of America",
  - Update and/or improve the core exhibition on an as-needed basis,
  - Review rotating exhibition proposals,
  - Meet with artists and conduct studio visits,
  - Conduct historical research/oral history for exhibition or special projects,
  - Recruit and assist guest curators for exhibitions,
  - Facilitate exhibition-related loan agreements,
  - Write/edit exhibition text,
  - Oversee exhibition design and production,
  - Manage exhibition catalog content, design, and production,
  - Maintain exhibition digital files and hardcopy records of exhibition department activities;
- Manage MOCA Exhibitions Department:
  - Oversee the work of the Exhibitions Manager and interns/volunteers,
  - Manage exhibition consultants and vendors,
  - Create & manage budgets related to the exhibitions and related projects/programs,
  - Correspond with Director and Senior Staff on monthly and annual budgets,
  - Write grants and fundraise for the Exhibitions Department,
  - Develop the strategic planning for the Exhibitions Department.
- Work in partnership with the Collections Department to:
  - Coordinate exhibition loans with Collections,
  - Rotate core exhibition items for conservation,
  - Identify donations for the Collections,
  - Prepare exhibition-related oral history/research projects for inclusion in Collections.

- Contribute to the success of other MOCA departments:
  - Contribute to the creation of exhibition press releases for print and web,
  - Work in coordination with public programs and education staff on exhibition-related programs and materials for docents,
  - Contribute as needed to exhibition-related fundraising/membership events, Board updates, etc.
  - Lead gallery tours if necessary,
  - Coordinate with the museum store on exhibition-related materials;
  
- Develop and maintain relationships/partnerships with other museums and Chinese American organizations, locally and nationally.

**Requirements:**

- MA in History, Anthropology, Art History, OR combination of education and experience – courses equivalent to a major, as shown above, plus appropriate experience or additional education. Majors in other relevant disciplines will also be considered on a case by case basis.
- At least 2 years of prior museum experience , with extensive experience in curatorial and/or exhibitions department;
- Academic background in Asian American (particularly Chinese American) Studies and/or Art;
- Excellent oral, communication, and research skills;
- Strong organizational skills;
- Strong interpersonal skills, ability to lead a creative team;
- Ability to work in a fast-paced environment and attend to multiple assignments simultaneously; and
- Chinese languages a plus.

**Salary** is competitive, based on experience + fully paid benefits.

**Application** includes cover letter, resume and writing sample (preferably curatorial essay/statement) no more than 5 pages. Please no phone calls.

**Contact:** Please mail/email or fax the application to:

Director of Operations  
 Museum of Chinese in America  
 215 Centre Street  
 New York, NY 10013

Fax: 212-619-4720  
 Email: [hr@mocanyc.org](mailto:hr@mocanyc.org)

The Museum of Chinese in America is an equal opportunity employer. Applications will be accepted until the position is filled.