POSITIONS: Mississippi Museum of Art Post-Baccalaureate Curatorial and Education Fellowships

SALARY: $35,000

REPORTS TO: Director of Academic Affairs

STATUS: Full-time, non-exempt, one year, September 1, 2022, to August 31, 2023

Job Summary
The Mississippi Museum of Art (MMA) has been a community-supported institution for more than 100 years. It boasts a seasoned staff that works to ensure its exhibitions, programs, operations, and community outreach are of the highest quality and relevance to the people of Mississippi. The Museum offers two Post-Baccalaureate Fellowships: one in education and one in curatorial practices, for recent graduates of Jackson State University, Millsaps College, Tougaloo College, and Belhaven University. The Fellowships provide practical museum training experience on how the curatorial and education departments function independently and within the overall context of the Museum. Fellows will be assigned tasks based on academic background, skills and abilities, and career or educational goals. We look for individuals with a demonstrable interest in art, museums, art history, and public programs.

A list of essential job functions is below. This list is not designated to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

Essential Functions
- Complete monthly Learning Modules that provide a survey of the history of the museum profession, current trends, career options, and other specially designed learning sessions to help the transition into post-graduate education or the workforce.
- Participate in departmental/team planning meetings for exhibitions and public programs.
- Help plan and execute cross-departmental projects.
- Complete public presentations at MMA.
- Help with collaborative research projects for exhibitions, public programs, and the permanent collection.
- Participate in gallery tour trainings with the Education department.
- Assist with writing projects, such as exhibition text, labels, blog posts, papers, and other projects.
- Other duties specific to the department as needed.

Required Knowledge, Skills, and Abilities
- Ability to contribute to team-centered work.
- Ability to work a flexible schedule that may include weeknights, extended days,
weekends, and some holidays.

- Detail-oriented, prompt, professional, and reliable.
- Experience in museum work shown by academic studies, internships, summer programs, or employment.
- Familiarity with MS Office Suite products (Word, Outlook, and Excel).
- General understanding and appreciation of art, art history, and public programs.
- Highly organized, detail-oriented, self-starter.
- Strong written, verbal, and public speaking skills.
- Willingness to actively learn about diversity, equity, inclusion, and access (DEIA) practices.

Physical Demands and Work Environment
The physical demands and work environment characteristics described here represent those that an employee must meet to perform essential functions successfully. Reasonable accommodation enables individuals with disabilities to perform the essential functions. Some duties may require extended periods of standing, walking, kneeling, pushing, pulling, reaching, carrying, lifting, and moving objects of five pounds or more. Working conditions may include indoor and outdoor tasks in varying weather conditions.

Compensation
This position is full-time (40 hours per week) and will be non-exempt/salaried. The salary will be within budgeted levels depending on experience. The position is eligible for the Museum's benefits package on the first of the month following 30 days of full-time employment. Benefits include paid time off (vacation, sick, holiday, jury duty, bereavement) and medical, vision, and dental benefits.

Application Requirements
1. Letter of Application
   Specify your application for the Post-Baccalaureate Fellowship (Curatorial) or the Post-Baccalaureate Fellowship (Education) and address the following questions:
   - What most interests you about the MMA Post-Baccalaureate Fellowship?
   - How do questions of diversity and inclusion in the museum field affect your career interests?
   - Drawing on your extracurricular activities, areas of study, background, or other experiences, discuss your unique contribution to the MMA Post-Baccalaureate Fellowship?
   - Provide an example of an experience where you could offer your unique perspective on a project, discussion, or dialogue and explain the impact of your actions.

2. Current Resume
3. Unofficial transcripts for your entire undergraduate career.
4. Two Letters of Recommendation from a former professor, employer, direct supervisor, etc., familiar with your skills and abilities, addressed to MMA Post-Baccalaureate Search Committee and emailed from the recommender's e-mail address, to rhearn@msmuseumart.org.

Selection Process
Applications are reviewed and approved by a search committee consisting of the
departments of Academic Affairs, Curatorial, the Center for Art & Public Exchange (CAPE) and Education.

**Application Process**
Submit applications, and questions, to Dr. Redell R. Hearn, Director of Academic Affairs rhearn@msmuseumart.org by June 24, 2022. The search committee will review complete application packages and announce appointments by July 1, 2022.

**About the Mississippi Museum of Art**

The Museum is an Equal Opportunity Employer and is committed to creating a diverse and inclusive environment. All qualified applicants will receive consideration for employment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum of Mississippi – a museum that connects Mississippians to our culture, our history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it is our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

**Mission**
The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

**Vision**
Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and envisioning a future without division.

**Core Values**

Warm Welcome + Inclusion. The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.

Honesty + Diversity. Honoring diverse viewpoints, histories, and lived experiences, the Museum will be a place for honest conversations that respect difference in the service of increased understanding and empathy.

Local Relevance + National Distinction. The Museum pursues deep investigations into Mississippi’s cultural history and produces programs of high quality and relevance that attract new national partners seeking to explore the relationship between Mississippi and the world.
Artworks + Artists. Museum programs will honor the primacy of artistic objects as sources of meaning and will include, when possible, meaningful opportunities for participants to have personal experiences with visual artists.

Excellence + Equity. Museum programs, exhibitions, and collections will place artistic value as critical, while simultaneously dismantling traditional hierarchies of genre and style. Trust + Authority. The Museum values academic scholarship and accuracy; and, at the same time, it trusts the voices of people who have lived experiences that deepen the meaning of its exhibitions.

Employee Values

A successful member of the Museum’s team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.