**Job description**

Specific duties:

* Compile a comprehensive bibliography of all previous scholarship/literature on the artist to date
* Contribute to compiling a comprehensive folder of writings by the artist and interviews with them
* Research relevant primary material in archives
* Review research materials and compile research files and documents on individual artworks as well as thematic topics
* Contribute to compiling a chronology of the artist’s life, as well as key quotes by the artist
* Contribute to an evolving list of research questions to be pursued
* Research potential museum, gallery and private lenders to the exhibition, helping to compile a comprehensive overview of where the artist’s works are located
* Source install photography of past exhibitions focused on the artist
* Work on creating scale paper models of individual artworks to support curator in determining layout of exhibition
* Research and contribute ideas to the project development, as directed by the Curator (including supporting decisions on object selection and key themes)
* Assist in planning research trips for the Curator
* Support in compiling loan requests to lenders

**Necessary qualifications, skills and interests:**

* Interest in feminist art, performance art, the artist scene in New York from the 1960s onwards, and interdisciplinary artistic practice
* Excellent written and verbal communication skills
* Meticulous attention to detail
* BA degree in History of Art or relevant humanities subject

**Desirable qualifications and experience:**

* MA degree in History of Art, Curating or relevant humanities subject
* Experience working in a gallery/museum context