

Curatorial Assistant (9723C) - 82218
University of California, Berkeley

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Posted Nov. 11, 2025, set to expire Jun. 30, 2026

Job Title Curatorial Assistant (9723C) - 82218
Department Berkeley Art Museum and Pacific Film Archive
Institution University of California, Berkeley
Berkeley, California

Date Posted Nov. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Curatorial/Archival
Arts/Museum/Theater

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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

One of the nation's leading university museums, the University of California, Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at the top U.S. public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than four hundred film screenings, dozens of public programs, and more than fifteen exhibitions annually. BAMPFA takes a contemporary and critical perspective on its wide-ranging collections. The museum's holdings of more than 28,000 works of art include particular strengths in 20th- and 21st-century work, including Abstract Expressionist painting, contemporary photography, conceptual art, and African American quilts, along with focused historical collections of 19th-century American folk art and early American painting, Italian Baroque painting, Old Master works on paper, and East Asian paintings.

BAMPFA's collection also includes more than 18,000 films and videos, representing the largest collection of Japanese cinema outside of Japan and impressive holdings of Soviet cinema, West Coast avant-garde film, and seminal video art, as well as hundreds of thousands of articles, reviews, posters, and other ephemera related to the history of film. Founded as the University Art Museum in 1970 and initially housed in a Brutalist structure designed by Mario Ciampi, BAMPFA relocated in 2016 to a new purpose-built facility designed by Diller Scofidio + Renfro in the heart of downtown Berkeley. The museum's curatorial strategies reflect the rich diversity of the UC Berkeley campus and the greater Bay Area through programming that is interdisciplinary, intergenerational, and international in scope. A locally connected, globally relevant institution, BAMPFA is deeply dedicated to its role as an educational space for UC Berkeley scholars and the general public. It fulfills this mission with three

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distinguished study centers-the James Cahill Asian Art Study Center, the Film Library and Study Center, and the Florence Helzel Works on Paper Study Center-as well as a range of collaborations with the university's academic departments and student organizations.

Position Summary

Reporting to the Chief Curator, the Curatorial Assistant performs a variety of tasks across a variety of administrative functions in support of exhibitions. The Curatorial Assistant supports all aspects of the exhibition process in the Art Curatorial Department at BAMPFA, bringing some experience in the museum field as well as knowledge of a broad range of art historical areas and the international art world. Tasks include exhibition and collection research, label writing, general preparation, and implementation support while upholding professional museum standards. Attend, prepare agendas, and take notes from regular curatorial team meetings where appropriate.

This position generally works frequently under the pressure of time and rapidly changing priorities. The consequences of errors or oversights are serious and impact museum procedures and programs, the museum's reputation in the national and international art world, as well as compliance with UC policies and priorities on a broad spectrum of issues from billing to ADA compliance. Applies a full range of skills to gather and synthesize scholarly, art historical, visual, budgetary, and object location information to assist in the development of exhibition presentations, press and marketing materials, individual and corporate funding requests, and other documents.

Application Review Date

The First Review Date for this job is: 11/20/2025.

Responsibilities

In support of exhibitions, the curatorial assistant is responsible for creating and compiling spreadsheets using subject matter knowledge with formulas for the tracking of art loans, image rights for catalogs and other print publications, exhibition planning, and budget tracking to ensure information is consistent.

- The assistant must be familiar with different art media, image rights information, and the museum locations as well as individual loan requirements (including image rights) for each loan.
- In support of the curatorial department, the curatorial assistant is responsible for creating and regularly updating the exhibition calendar (held in Excel) that projects the exhibition schedule for the next four to five years.

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- Requests, dupes, labels, mails, and archives installation images.
- Assists as needed in development of exhibition layout plans and maquettes.
- Occasionally serve as lead organizer for exhibitions as assigned, namely the Art for Human Rights series.

Prepares email correspondence, loan letters and agreements, wall labels, brochure and catalogue texts requiring significant knowledge of the exhibition, art history, and museum practices.

- Edits and proofreads all written materials for content consistency, factual and grammatical errors.
- Works with an editor as necessary to deliver content and incorporate feedback.
- Adopts existing written materials for various internal and external needs, such as brief exhibition listings for publications and website, and exhibition highlights for solicitation materials.
- Assists with exhibition invitation and catalog publication, including all front and back matter, bibliographic and caption information.
- Drafts invitation copy, wall labels, artist invitation packages, and exhibition fact sheets.
- Assists with the editing of press releases.
- Participates as requested in social media marketing of exhibitions and programs.
- Posts photographs and texts and may write short entries for the website.

Works on sensitive priorities and communications, particularly in relation to loan agreements, artwork insurance values, billing, and exhibition scheduling which impact relationships with collectors, artists.

- Generates important institutional documentation in relation to the exhibition archive, as well as materials in the collection.
- Coordinates arrangements with artists, art institutions, collectors, and potential lenders for exhibitions.
- Keeps track of additions and changes throughout the development process.
- Prepares loan forms and master checklists.
- Schedules complex domestic and international travel itineraries and composes itineraries for each artist.

Provides general support for large, complex museum exhibitions and associated programs, such as symposia, exhibition, openings, and intimate curator's circle events.

- Gives exhibition tours to public and private audience.

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Applies specialized office software including Collection Space, Resource Space, and FileMaker to research and manage museum collection, digital assets, and specialty projects.

- Coordinates with other Curatorial Assistants and fellows to provide training, problem solve, and develop procedures for use of office software program application.
- Records procedures for departmental onboarding and reference.
- Assists with general research on artworks and artists and potential topics for exhibition publications, and potential artists for programs.
- Maintains database, prepares packets, and tracks responses for touring exhibitions.
- Consults with BAMPFA registrars, artists, and other museum curators or exhibition coordinators at each tour venue on all aspects of traveling exhibitions, including installation design, technical equipment, and publications.
- Locates or commissions photographic materials, provides captions and credit lines, and secures reproduction permission.
- Updates and maintains shared exhibition calendar.

Processes purchasing orders, honorariums, wire transfers, and payment for non-U.S. natives.

- Processes expense reimbursements and receipts and creates invoices.
- Researches vendors to procure necessary goods and services for exhibitions.
- Determines need for payment and billing paperwork from various vendors and suppliers.

Works with department management and Communications department to update/review/revise content for BAMPFA website to ensure that organization programming information is accurate and up to date, requiring substantive knowledge of the museum's processes and objectives as well as interdepartmental coordination.

- Coordinate with the artists, their dealers, and collectors (both private and public), with regard to schedules, biographic and bibliography publication material, and travel in relation to archival records and exhibition planning.
- Under supervision and with review by senior curator, drafts general and sensitive correspondence to artists, dealers, and other museum curators.
- Replies to unsolicited letters from artists.
- Under supervision and with review by senior curator.

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Prepares and updates budget for exhibitions and grant-funded projects.

- Tracks payments to vendors and artists and provides updates as needed to Senior Curators.
- Consolidates and shares information with development department in relation to donor cultivation and grant applications and reports.

Required Qualifications

- Highly developed writing skills including editing and document preparation.
- Strong oral communication skills.
- Demonstrated strong attention to detail accuracy.
- Ability to work effectively with staff, trustees, artists, scholars, arts professionals, and the public by demonstrating collaboration, sensitivity, and diplomacy.
- Macintosh computer skills including MS Office, Google Drive, and project management systems.
- Skills in establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines.
- Considerable knowledge of a broad range of art historical areas, familiarity with standard museum and curatorial practices.
- Knowledge of the international art world (galleries, institutions, periodicals, etc.).
- Graduation from college with specialization in the discipline involved and one year of experience in curatorial work; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$30.32 (Step 1) - \$32.18 (Step 4).

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTe). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>

- This position is eligible for up to 40% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

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place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

N/A

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