

JOB DESCRIPTION

Job Title:	Assistant Curator
Classification:	Full-Time; Exempt
Compensation:	\$50,000 - \$55,000
Benefits:	Paid time off, health insurance, employment retirement contribution of 5% of annual salary after one year of service plus additional match of up to 5%; eligibility to work remotely one day per week after six months of employment
Schedule:	Min. 40 hours per week; will be required to work some evenings and weekends
Reports to:	Nancy C. Allen Curator and Director of Exhibitions

ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

Asia Society Texas (AST) seeks a creative and collaborative Assistant Curator with expertise in modern and contemporary art of Asia and the Asian diaspora. Reporting to the Nancy C. Allen Curator and Director of Exhibitions, the Assistant Curator will help shape and execute a dynamic program of exhibitions and related events, while also supporting department operations. This position plays a key role in furthering Asia Society Texas' mission to present innovative, high-quality curatorial projects that foster dialogue, deepen understanding, and elevate the presence of Asian and Asian American artists in a global context.

Asia Society Texas is an affiliate of the Asia Society global network but operates as an independent 501(c)(3) organization. AST organizes 4-6 exhibitions annually in its 4,000 square-foot gallery space and throughout sites of the 40,000 square-foot Yoshio Taniguchi-designed building. The exhibitions department also organizes between 10-20 public-facing programs annually.

PRIMARY RESPONSIBILITIES:

- Curate 1-2 exhibitions per year by developing thoughtful, critically informed exhibition concepts—with an emphasis on new ideas and public engagement—and refine them through internal and external feedback.
- Become a collaborative thought partner in the implementation of exhibitions and programs conceived by the Nancy C. Allen Curator, actively contributing to all phases from research and artist liaison to installation and interpretation.
- Work closely with Nancy C. Allen Curator to develop object checklists for department's projects, making practical proposals and recommendations that will enhance exhibition scope.
- Write, edit, and proofread curatorial texts (exhibition didactics, catalogs, wall labels, grant narratives) with minimal supervision, ensuring clarity, accessibility, and scholarly rigor.
- Contribute to interpretive strategies and public programming efforts, generating innovative ideas to independently create 5-7 inclusive, audience-centered experiences with broad appeal annually.

ADDITIONAL RESPONSIBILITIES:

- Support practical arrangements for each exhibition as needed, including display preparation, contract and loan agreement preparation, condition checking, packing, transport, insurance, installation, storage, condition reporting, and photography.
- Liaise with artists, lenders, and guest curators as needed, serving as a point of contact to ensure clear communication and professional execution.
- Participate in public-facing activities, including tours, talks, donor cultivation events, and community engagement initiatives.
- Request estimates from, schedule, and liaise with a diverse range of vendors, including but not limited to fine arts shippers, art insurance companies, graphic designers and printers, installation and lighting technicians, photographers, and exhibition furniture makers.
- Support development efforts by preparing curatorial content for grants, donor proposals, and cultivation events.
- Assist with marketing efforts and digital storytelling in coordination with communications staff.
- Perform additional administrative and logistical duties as assigned.

QUALIFICATIONS:

- MA in Art History, Curatorial Studies, or a related field (Ph.D. not required).
- Minimum of 3 years' experience in a curatorial position in an art museum or cultural institution.
- Demonstrated knowledge of modern and contemporary Asian and Asian diaspora art.
- Excellent writing and editorial skills, with the ability to communicate complex ideas clearly to diverse audiences.
- Familiarity with museum best practices, including exhibition development and interpretive strategy.

PERSONAL CHARACTERISTICS:

- Strong project management skills, with the ability to manage multiple deadlines and collaborate across departments.
- Cultural sensitivity and interest in cross-cultural dialogue.
- Passion for modern and contemporary art, museums, and the art world.
- Willingness to become an active and visible participant in the Houston art community.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter, resume, and two short writing samples to: HRDept@asiasociety.org. Indicate job title in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.