

# PACE

## Curatorial Associate

Position posted on: Friday, February 1, 2019

London, UK

Pace Gallery is seeking a Curatorial Associate to support its ambitious global exhibition program, with a focus on Pace's London and Geneva galleries. As a member of Pace's international Curatorial Department, s/he will be responsible for a variety of curatorial and administrative tasks including artist and exhibition research and development; coordinating programs and events; assisting with the development of publications; and writing and editing exhibition-related texts. The Curatorial Associate maintains an excellent knowledge of the field, including the activities of art galleries, institutions, and related organizations, as well as emerging and established artists, and trending topics in critical cultural discourse.

### About the Role:

#### Curatorial

- Conducts rigorous research for exhibitions, and on artists.
- Assists gallery Directors with the development of exhibition proposals and checklists.
- Works with external institutions and collectors to cultivate relationships and source potential loans and consignments.
- Provides logistical and research support to guest curators on specific exhibitions.
- Assists in the design and layout of exhibition.
- Serves as a liaison between artists, directors, curators, and gallery departments, as well as registrars and technical teams on checklist development, budget, production requirements, and any construction, fabrication, framing.
- Writes exhibition overviews and copy for labels, gallery guide text, and website.
- Ensures exhibition production schedules are maintained.
- Proposes and curates special exhibitions when assigned.

#### Publications and Programs

- Participates in the development of editorial content for publications; confirming writers, compiling essays, images, colophon, contents and acknowledgements, in collaboration with Pace's Marketing and Graphics departments.
- Liaises with artists, graphic designers and publishers on the delivery and direction of publications.
- Assists with development of exhibitions-related programs including artist talks and interviews, curatorial lectures, off-site events, and exhibition tours.
- Provides curatorial and production support for performance events.
- Works with Marketing staff to develop materials, in print and online, to promote, publicize, and interpret exhibitions and related public programs.
- Participates in, and assists with, staff training on exhibitions.
- Attends exhibition-related programs and various art world events as needed.
- Other duties as assigned.

### About You:

- MFA or MA in Art History, Curatorial Studies, or related field preferred.
- Must have knowledge of international contemporary art and artists and critical cultural discourse; strong knowledge of the gallery world and international art institutions.

- Highly developed writing and copy-editing skills.
- Strong public speaking skills; ability to lead tours.
- Extremely well presented, professional and articulate.
- Positive and enthusiastic interpersonal skills that enable collaborative interaction with all levels of management, staff and the public, effectively gaining the confidence of artists, clients, external partners, and internal staff.
- Creativity in thought and action, showing initiative and independence.
- Integrity, good judgment, and the highest ethical standards.
- Strong multi-tasking and organizational abilities, as well as superior time management skills and the ability to meet deadlines.
- A high level of accuracy and attention to detail.
- Strategic thinking with creative problem-solving skills and analytic proficiency to nimbly respond to frequently shifting priorities.
- Computer competency with Microsoft Office as well as with software specific to the position.
- Fluency in English: speaking, reading and writing. International candidates welcome, additional language(s) a bonus
- Interest in and ability to travel regularly.

Please note: This position is based out of our London gallery location, and applicants must have the right to work in the UK.

In addition to an active and progressive work environment, Pace Gallery offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position, please submit a cover letter and resume to [jobs@pacegallery.com](mailto:jobs@pacegallery.com), with 'Curatorial Associate,' in the subject line.

*Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.*