

ALBANY INSTITUTE OF HISTORY & ART

Position Title: Associate Curator

Department: Curatorial

Reports To: Curator

Supervises: Interns and volunteers

Job Category: Staff

Pay Range: \$42,500 – \$52,500 annually

The museum offers a comprehensive benefits plan including medical, dental, vision, paid sick and vacation time as well as access to a long-term pension program. Salary commensurate with experience.

As a key member of the Curatorial team, the Associate Curator plays a vital role in shaping how the Albany Institute of History & Art's collections are preserved, interpreted, and experienced. This position offers the opportunity to organize exhibitions of regional and national significance, contribute original research, collaborate with leading scholars and institutions, and help expand public understanding of the depth and breadth of the art and history represented in the Albany Institute's holdings.

The Associate Curator is responsible for the care, interpretation, and academic study of all objects owned by or on loan to the museum. This role plays a central part in exhibition planning—both developing in-house exhibitions and supporting traveling shows—and collaborates closely with colleagues across marketing, education, development, and the Executive Director. The Associate Curator also makes collections recommendations related to acquisitions, conservation, deaccessioning, attribution, and authentication.

Working in concert with the Curator and the leadership team, the Associate Curator advances the Institute's goals by supporting collections stewardship, strengthening research, and offering dynamic public engagement.

Exhibition Planning Responsibilities

- Conducts original research, selects objects, and writes exhibition labels and interpretive materials for both exhibitions and marketing/communications.
- Proposes and develops temporary exhibitions that foreground the museum's mission.
- Serves as in-house curator for traveling exhibitions.
- Oversees installation and deinstallation of exhibitions in collaboration with the Exhibition Preparator/Technician.
- Works collaboratively with Education and Marketing/Communications to develop interpretive strategies and audience engagement opportunities.
- Assists with contracts and coordinates with the Registrar on shipping and insurance requirements.
- Interacts with donors and solicits funding for small projects and curatorial initiatives in concert with Senior Curatorial staff, the Executive Director and/or Development team.

Research & Education Responsibilities

- Assists with rights and reproduction requests as needed.

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- Supports scholarly research and collaborates with internal and external researchers.
- Serves as a spokesperson for exhibitions and the museum's mission in media when appropriate.
- Represents the Institute at professional gatherings such as MANY and Cultural Heritage Tourism group meetings.
- Delivers lectures, tours, and behind-the-scenes programs for public and professional audiences.
- Partners with regional organizations on collaborative programs and exhibitions.
- Contribute written and supporting materials to grants, grant reporting, and executing funded initiatives.
- Writes articles for museum publications.

Collection Management Responsibilities

- Catalogues new acquisitions and contributes to ongoing documentation within the collections database.
- Assists with digitization initiatives, regular collections database updates, and online collections platforms.

Core Competencies

- Strong knowledge of New York State art and history relevant to the museum's collection.
- Commitment to ongoing professional development in American art, decorative arts, and international art history.
- Familiarity with American Alliance of Museums (AAM) standards and best practices.
- Exceptional writing skills for both scholarly and general audiences.
- Demonstrated project-management experience.
- Excellent communication and interpersonal skills, with the ability to collaborate across departments and with diverse stakeholders.
- Ability to work independently and collaboratively.

Education & Experience

- Advanced degree in art history, decorative arts, museum studies, or a related field.
- 5-10 years of museum experience in curatorial work, exhibition development, interpretation, community engagement, or related areas; or equivalent education/experience combination.
- Significant experience public speaking and academic writing.

About the Albany Institute of History & Art

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. With more than 25,000 objects in the collection and one million documents in the research library, its museum and library holdings form one of the most significant collections in the United States documenting the life and culture of the Hudson Valley

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region from the late seventeenth century to the present day. The broad scope of its collections includes paintings, sculptures, furniture and furnishings, prints, drawings and watercolors, antiquities, textiles and costumes, manuscripts, photographs, and more. Long-term exhibitions include The Hudson River School: Landscape Paintings from the Albany Institute, Ancient Egypt, and Nineteenth-Century American Sculpture.

Working Conditions and Environmental Factors

The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office and/or client settings and may be exposed to items such as but not limited to toner, office equipment, dust, low noise levels, dirt, and fumes.

This position requires the employee to drive a vehicle, including a rental van, to conduct business as needed and therefore, the employee will be exposed to all types of weather conditions.

Mental and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee needs to be able to read, write, and speak English fluently.

The employee will have prolonged periods of sitting at a desk and working on a computer. Additionally, the employee is occasionally required to talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Dexterity to write and operate standard office machines such as computers, printers, copiers, fax machines, phones, monitors, and other office and/or presentation-related equipment are required. The employee must occasionally lift and/or move up to forty (40) pounds. The employee must be able to climb up and down ladders regularly.

The mental and emotional intelligence demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must:

- Act as a positive role model and effectively manage emotions and demonstrate tolerance and empathy.
- Demonstrate patience and flexibility with co-workers and external constituents.
- Handle difficult and challenging situations, manage multiple priorities, and meet deadlines.

To apply, please send a cover letter, resume, and two professional writing samples to employment@albanyinstitute.org by January 23, 2026. No phone inquiries.