Art Bridges Fellow

Reports to: Curator of Collections & Exhibitions  
Status: Full Time, Fixed Term (3 years)  
Hours: Approximately 40 hours per week, Monday through Friday, as needed

Position Summary:  
Peoria Riverfront Museum (PRM) seeks a collaborative and highly motivated emerging museum professional for the position of Art Bridges Fellow, a three-year full-time position dedicated to supporting and coordinating PRM’s various American 250 art and history-oriented exhibitions, including coordinating Art Bridges content related to PRM’s “America 250” exhibits.

This new role will partner with PRM team members and fellow key institutions and organizations in support of PRM’s 2025-2027 exhibition schedule. This will be a key position in helping plan, research, develop, install, support, and change the various PRM exhibits that celebrate midwestern aspects of “America 250”. The position will also help support the Collections & Exhibitions Department with object research and collections care, as well as work with other museum departments, to assist with other art and history-related exhibitions during the position’s three-year term.

This position is designed to help prepare candidates for a successful career within the museum field. The Fellow will be a key member of the Collections & Exhibitions Department, will support and learn from registrars and curators, and work closely with other departments across the museum. This person will regularly engage and interact with staff across all levels of the museum, including the senior leadership team, to help them develop a better understanding of the ways that every position impacts a successful exhibition schedule.

The Art Bridges Fellows Program is dedicated to creating diverse museum leadership with a national cohort of emerging professionals and mentors. With its partner museums, the foundation will establish deep career pathways for historically underrepresented groups in the arts. The Art Bridges Fellow at the PRM will attend convenings in Bentonville, Arkansas each year, including a month-long residency and orientation from September 9-October 4, 2024.

Principal Responsibilities:
- Serve as key Museum liaison with staff related to Art Bridges loans for “America 250” and “America 250” lending institutions
- Manage project deadlines for assigned “America 250” deliverables
- Facilitate the assessment and preparation of objects on loan, addressing conservation and display/installation requirements in collaboration with other staff
- Collaborate with PRM staff preparators and Art Bridges staff to coordinate packing and shipping of “America 250” objects
- Prepare object cataloguing information; ensure consistency and accuracy of labels
• Create and maintain shared project files for staff use and eventual archiving. Assess object photography needs; deliver hi-res images, credits and copyright information to PRM, Art Bridges, and loaning institutions staff

Additional Responsibilities:
• Assist the Curator of Collections with development of exhibitions and wall cases.
• Help monitor and maintain the condition of current exhibitions.
• Develop and implement labels, signage, activities, and programming to maximize visitor engagement with exhibitions
• Write informative articles on exhibitions and topics for affinity group emails, the website, gallery guides, etc.
• Work with the Curator of Collections to integrate supplemental label information, exhibit components, and activities into all exhibitions to maximize visitor engagement.
• Provide docent materials for all exhibitions
• Represent the Museum as assigned for exhibit tours, public events, community speaking engagements, and interviews
• Perform other related duties as assigned

Minimum Qualifications
• Bachelor's degree or equivalent experience in art history, studio art, library/information science, museum studies or related field
• 1 year of experience in an administrative support role; experience in a museum or school setting a plus
• Interest in museum best practices with respect to packing, shipping, art handling, and collections care
• Interest in current information management standards, including filing and record keeping; confident and quick learner with new technology
• Strong interpersonal, organizational, research, writing, proofreading and analytical skills, with meticulous attention to detail
• Collaborative and team-oriented, yet with the ability to work independently
• Strategic thinker who enjoys problem-solving
• Ability to exercise discretion and independent judgment
• Ability to understand and maintain the highest levels of confidentiality

Essential Functions (ADA)
• Ability to communicate and interact verbally, both in person and over the phone.
• Ability to use personal computers and other office equipment effectively.
• Repetitive motion: Substantial movements (motions) of the wrists, hands, and/or fingers is required.
Job Description: Art Bridges Fellow
May 2024

- Exerting up to 10 pounds of force occasionally and/or negligible amount of force. Frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Ability to travel to and from job location.

About Peoria Riverfront Museum
The only multidisciplinary museum of its kind in the nation, Peoria Riverfront Museum (PRM) is an AAM accredited and Smithsonian Affiliations museum located in Peoria, IL that uses art, science, history, and achievement to inspire confidence, lifelong learning, and individual talent. The mission of the museum is to build confidence, inspire learning, and unlock the gifts and talents of all people. We do this by connecting art, history, science and achievement through collections, exhibitions and programs. Since opening in 2012, the privately funded museum has provided more than 1.1 million visitor experiences through major exhibitions, a permanent collection, interactive galleries, a dome planetarium, giant screen theater, and educational programming including curricula-related experiences for all students.

EMPLOYEE ACKNOWLEDGEMENT
The above information is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, skills and physical demands required of personnel so classified. The employee may be required to perform other job-related duties as requested by the supervisor. The Museum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs. This position description does not constitute a written or implied contract of employment.

Reviewed by:

__________________________  Date: ________________
(Employee signature)