

Collections and Research Assistant

Museum of West African Art

Overview:

The Museum of West African Art, Edo (MOWAA) is an independent, charitable organisation that supports initiatives in cultural heritage, art, and archaeology. Our goal is to create a world class collection of exemplary West-African art and support museum development and conservation practice across the region through facilities and expertise of the Pavilion. Through our collection, we will provide wide-reaching public programmes, research and professional development opportunities, ensuring MOWAA supports the growing contemporary arts scene in Africa and the rebirth of the great artistic and creative traditions of Benin.

MOWAA is seeking a talented and experienced Collections and Research Assistant to develop and drive the organization's collection strategy for historic works. This is an exciting opportunity to join the MOWAA Collections department. The Collections and Research Assistant will work with the Curator to develop the collection, realise exhibitions and public programmes. You will support the Curator on the research and process of acquiring Nigerian Modernism Art, in collaboration with our Collections Management team. The Assistant will conduct research and documentation tasks and provide informed advice on works in external collections of private estates and artists.

You will support functions related to the development and promotions of MOWAA's growing collection, and assist the execution of world-class exhibitions, interfacing with artists, experts and practitioners internationally. During the process, you will be exposed to all components of museum practice, engaging with the curatorial department, collections management, conservation, fundraising, communications/PR, and operations.

The ideal candidate will be an organised, flexible researcher and administrator, with experience of working semi-remotely. He/she will have strong interpersonal skills, the ability to take initiative and thrive in a busy team environment. An interest in the history of modern and contemporary art and desire to critically engage with the discipline - its interpretation, production, display and care - are essential.

Key Responsibilities:

Research and duties may include:

- **Record Building:** Develop bibliographies reports for relevant artists; Maintain a directory of contemporary artists and private collectors in Nigeria and abroad
- **Thematic Research:** Conduct surveys and desk research on exhibition approaches, reproduction of digitized art, and other relevant topics and themes in West African Modern and Contemporary art
- **Object Research:** Draw up condition reports and loan request forms, auction house procedures, conservation requirements, publicity materials, cataloguing, photographic documentation of artwork for catalogues and museum and insurance records.
- **Acquisition Planning:** Ensure accurate and comprehensive documentation of acquired objects, including provenance, cataloguing, photography, and other relevant records

- **Exhibition Planning:** Follow up with contributing artists, ensuring proper communication and coordination of space requirements, written submissions, art production and logistical requirements.
- **Design input:** Contribute to discussions with the Curator on philosophies and aesthetic considerations for exhibitions within a museum or gallery environment.
- **Event Management:** Support the planning and execution of fundraising and network building activities related to our collections and exhibition, including dinners, studio visits, etc.
- **Communications Support:** Support the promotion of MOWAA's modern and contemporary programme, including developing articles, presentations, short films, and brochures

Qualifications:

- A minimum of 5 years' relevant experience working
- A Bachelor's degree or higher in Art History, Museum Studies, or a related field (desired)
- Excellent written communication skills
- Familiarity with archival research methods and ability to navigate archival resources
- Strong communication and interpersonal skills to effectively engage with stakeholders
- Highly organised, with a meticulous attention to detail
- Strong problem-solving skills
- Ability to work independently and as part of a team in a dynamic cultural organization.
- Proficiency in English
- Proficiency in Microsoft Office suite (e.g. Word, Excel, PowerPoint)

Terms and Conditions:

- **Location:** Preferred candidate in Lagos or London (remote management)
- **Commitment:** Full-time preferred, with possibility of part-time placement (minimum of 60% time commitment). 2 year contract, subject to 3 months' probation and extension.
- **Travel:** Within Nigeria and occasional travel abroad. Work-related expenses for travel and accommodation will be covered by MOWAA, subject to prior approval
- **Preferred Start date:** Immediate
- **Compensation:** Competitive fee to be determined based on experience

Join us at MOWAA and be part of a vibrant institution that supports the growth of contemporary arts in Africa and the revival of West Africa's great artistic traditions.

To apply, submit your CV, cover letter and any supporting material (no more than 4 pages) to careers@EMOWAA.com by August 30, 2023. Kindly include "Collections Assistant Application" in the subject line. Enquires should also be sent to the same address.

Note: Only shortlisted candidates will be contacted for interviews. MOWAA is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.