

## **2019 Ford & Walton Diversifying Art Museum Leadership Initiative: Home Grown Curatorial Fellowship Program**

Through a generous three year grant awarded by the Ford and Walton Family Foundations the National Museum of Mexican Art (NMMA) and the DuSable Museum for African American History (DuSable), two museums that have successfully trained and provided sustained employment for curators and arts administrators, will implement year two of its Home Grown Curatorial Fellowship program for graduate students of color. Fellowships will provide candidates with an opportunity to learn, engage, and be mentored by curatorial and museum professionals who are leaders in first voice organizations.

In parallel with this work, NMMA and the DuSable staff and fellows will work to build a pipeline of high school students to arts administration through workshops designed to expose juniors and seniors to related professions. Museum staff will develop a series of workshops for Chicago Public High School students interested in museum studies, targeting schools with a high percentage of students of color. Workshops will consist of sessions that provide students with exposure to the studies of art and archival collections, conservation and preservation, curation, museum administration and programming, and insight into the realities of the field.

The Home Grown Fellows will serve as ambassadors and mentors to the high school students participating in program workshops. Students will engage with the fellows and learn from NMMA and the DuSable staff, as well as local artists, teaching artists, career counselors, art collectors, and conservators. The workshops will expose students to a career track that statistics show is one typically not pursued by people of color.

The purpose of the 2019 Home Grown: Diversifying Art Museum Leadership Initiative Fellowship Program is to:

1. Provide a meaningful, practical, valuable and real-world graduate or post-graduate experience that incorporates an intensive training program at world-class museums, including professional development, presentation and workshop opportunities, and interaction with other African American, Latino and other first-voice / people of color museums and collections around the country.
2. Encourage the inclusion of museum professionals of color, recent MLIS graduates, and prospective graduates in the field of museum administration, curatorial studies and archives management.
3. Encourage professional workplace and creative organizational skills practice.
4. Encourage the fellows to engage in outreach activities in the community.
5. Build and support a network of people committed to the same goal of increasing diversity in the profession.
6. Increase skills to preserve and provide access to African American and Mexican American artifacts, archival collections, works of art and material culture.
7. Demonstrate increased knowledge of the nation's African American and Mexican American artifacts, archival collections, works of art and material culture.
8. Demonstrate increased knowledge of Mexican American and African American history and culture broadly and as it relates to special collections of African American and Mexican American artifacts, archival collections, works of art and material culture.
9. Reported increase in marketability and employability as museum professionals.

## **Program Information**

**The National Museum of Mexican Art (NMMA) in collaboration with the DuSable Museum of African American History (DuSable) will offer fellowship opportunities for graduate or post-graduate students of color through the Home Grown: Diversifying Art Museum Leadership Initiative Fellowship Program**

The National Museum of Mexican Art (NMMA) and the DuSable Museum of African American History (DuSable) seek two enthusiastic and capable fellowship candidates to gain intensive training and mentorship in the fields of curatorial and archiving studies by working alongside Visual Arts and Permanent Collections curators at NMMA and Archivist & Special Collections Librarians at DuSable. Each institution will host one fellow per year, over a 12 month period. Qualified applicants will be invited to indicate their preference for fellowship assignment.

The Home Grown Fellows will participate in their respective institutions' special projects, including external workshops and artistic programs that advance the missions of the National Museum of Mexican Art (NMMA) and DuSable Museum of African American History (DuSable), promote and support creative leadership and support the joint mission to build a foundation for students of color to gain access to leadership positions in all museums. Fellows may have the opportunity to study, research and examine collections, organize thematic exhibitions related to African American and Mexican history, culture or particular genres and assist in the preparation, documentation and organization of past, present and future exhibitions.

Each Home Grown Fellow will have the opportunity to select a mentor, who may be different from their supervisor. Fellows will also undertake an independent capstone project in consultation with their supervising curator, archivist librarian and institution mentor.

Each fellow will have the opportunity to interact with one another, NMMA and DuSable through exhibition openings, meetings, networking events, workshops and internal discussions that build relationships and foster a community of intellectual scholarly engagement.

## **Compensation**

Each fellow will receive an annual salary of \$42,000, plus fringe benefits and an allocated fellowship research allowance to be used solely for travel related to fellowship assignments, conferences and museum visits arranged after acceptance into fellowship program.

Fellows should be prepared to relocate to the Chicago area at the time of Fellowship, without additional financial compensation, and are required to live in the Chicago area for the tenure of the Fellowship.

## **Fellowship Period**

Fellowships are 12 months in length, **June 2019 through May 2020**. All fellowships must take place and capstone project completed within this 12 month period.

## **Fellowship Eligibility**

All applicants must meet the following requirements to be considered for a Home Grown Fellowship, in addition to NMMA and DuSable institutional requirements.

1. Be currently enrolled in the last year of graduate school and/or hold a recent (earned in the last 2-3 years) graduate degree in library science (MLS, MLIS, MIS, MS), art history or museum studies from an ALA accredited school
2. Successful candidates must be able to provide proof of eligibility to work in the United States
3. Have a demonstrated interest in museum and exhibition administration and/or archives administration and management, museum studies, art history, anthropology, Latin American and/or African American studies, or archaeology
4. Located within a 400 mile radius of Chicago, IL

The deadline for all application materials, including letters of recommendation, is **February 24, 2019, by midnight CST**. Fellowship decisions will be announced by **April 1, 2019**.

### **APPLICATION PROCEDURES**

All applicants applying for the Home Grown Fellowship at National Museum of Mexican Art must submit the following:

1. Cover letter stating their interest in the fellowship. Applicants must indicate their choice of host institution
2. Full curriculum vitae of education, professional experience, honors, awards and publications
3. Official copy of graduate transcript, with graduation date or anticipated date of graduation and copy of classes currently enrolled in if applicable
4. A statement, not to exceed 1,500 characters, specifying your areas of research/interests.  
**If candidates are applying to National Museum of Mexican Art as host institution, please include the following in your statement:**
  - a. Your relationship to NMMA, Mexican Art or culture
  - b. Relevant experience related to your curatorial and/or archival proposed project
  - c. The importance of this fellowship to their future career and what they hope to learn from the experience.

**If candidates are applying to DuSable as host institution, please include the following in your statement:**

- a. their interest in African American history and archival collections
  - b. what they can contribute to the host repositories
  - c. their experience with electronic media and social networking tools
  - d. their view on the importance of increasing diversity in the archival profession
  - e. what they hope to learn from the experience
  - f. the importance of this fellowship to their future career
5. Contact information for two people who will provide recommendation letters (one academic and one professional), none of whom are current NMMA or DuSable employees. Once you have submitted your recommenders' names, titles and email addresses, they will be emailed instructions for uploading their recommendation letters online.

To be considered for the Home Grown Fellowship, all candidates must complete the application and follow all application procedures. The 2019/2020 Home Grown application can be found here: <https://goo.gl/forms/EdGFG3pcYpe4UzNF3>

Please contact us at [HomeGrownFellow@gmail.com](mailto:HomeGrownFellow@gmail.com) with questions.

## **NATIONAL MUSEUM OF MEXICAN ART JOB DESCRIPTION**

### **POSITION TITLE: Home Grown Fellow**

**REPORTS TO:** Director of Visual Art's/Chief Curator, Registrar, Permanent Collection Curator or Associate Curator

**POSITION FUNCTION:** To aid the Visual Arts Director, Registrar, Permanent Collection Curator and Associate Curator in tasks related to the care, preservation, documentation and presentation of artworks at NMMA. There will be light maintenance tasks pertaining to art handling, art installation or gallery preparation. Fellows will take field trips throughout and beyond the Chicago-area to conferences and to visit other first-voice museums. Finally, Fellows will be required to keep a log of their experiences and progress throughout the fellowship.

### **RESPONSIBILITIES:**

- Assists in cataloguing preparing and packing of Permanent Collection
- Assists in the preparation, documentation and/or organization of past, present and future exhibitions
- Assists in creating/updating exhibition and artist files
- Assists in conducting research to label and interpret artwork as well as catalogs objects and updates computerized museum records
- Assists in the care and presentation of artwork in the Museum's collection, both in storage and on display within as well as outside of the Museum and throughout the Museum's website
- Complete program Capstone Project within the 12 month Fellowship appointment

### **MANDATORY JOB QUALIFICATIONS:**

- Have a demonstrated interest in museum and exhibition administration and/or archives administration and management, museum studies, art history, anthropology, Latin American studies, or archaeology
- Have interest in documenting and caring for art and historical artifacts
- Strong knowledge of Mexican or Mexican American history/culture and command of the Spanish language both written and spoken
- Excellent verbal and written communication skills
- Must be highly organized, detail-oriented, and able to multi-task
- Ability to work well in a fast-paced team environment, as well as independently, and adapt to flexible hours as necessary
- Ability to handle art objects carefully
- Ability to accurately capture images of artwork on a large bed scanner, easel and backdrop
- Lift 40 lbs and climb ladders
- Excellent computer skills (Mac preferred)
- Experienced in Filemaker Pro and Photoshop

## **DuSable Museum of African American History Job Description**

### **POSITION TITLE: Home Grown Fellow**

**REPORTS TO:** Archivist and Special Collections Librarian and Manager of Education

**POSITION FUNCTION:** To aid the Archivist and Special Collections Librarian and Manager of Education in tasks related to the care, documentation and presentation of art works, artifacts and archival materials at the DuSable Museum of African American History.

### **FELLOWSHIP DESCRIPTION**

During the immersion training program, fellows will receive training in arrangement, description, preservation, reference, and outreach for collections of African American artwork, artifact and archival materials. Fellows may have the opportunity to process collections and create EAD and EAC-CPF finding aids and will learn to appropriately utilize Library of Congress Subject Headings to provide access points to African American materials in print, video, and electronic resources. Fellows will attend lectures presented by Mexican American and African American scholars and representatives from other Mexican American and African American museums and archival repositories. The purpose of these lectures is for fellows to gain a deeper understanding of African American history. Fellows will also take field trips throughout and beyond the Chicago-area.

### **Fellowship Responsibilities:**

Fellows will be required to organize a public program/community outreach event(s) (lecture, exhibit, etc.), and implement social media or other online resources while in residency at their host institution. They will also be expected to give presentations on their education and career choice to other students at the high school (and undergraduate levels) and will be required to submit for panel participation, papers, and posters at professional conferences such as Black Caucus of the American Library Association/American Library Association (BCALA/ALA), Society of American Archivists (SAA), Midwest Archives Council (MAC), and other related conferences. Finally, Fellows will be required to keep a log of their experiences and progress throughout the fellowship.

### **MANDATORY JOB QUALIFICATIONS:**

- Have a demonstrated ability and relevant coursework in museum and exhibition administration and/or archives administration and management, museum studies, art history, anthropology, or archaeology with a focus on African American/Black/Afro Caribbean studies
- Have interest in documenting and caring for art and historical artifacts
- Strong knowledge of African American history/culture
- Excellent verbal and written communication skills
- Must be highly organized, detail-oriented, and able to multi-task
- Ability to work well in a fast-paced team environment, as well as independently, and adapt to flexible hours as necessary
- Ability to handle art objects, artifacts and archives carefully
- Ability to accurately capture images of artwork on a large bed scanner, easel and backdrop
- Excellent computer skills