

Exhibitions Manager

This position supports the Curator in all aspects of exhibition planning and implementation

PRIMARY AREAS OF RESPONSIBILITY

Act as project manager for all exhibitions:

- Maintain long-term exhibition calendar; Develop work schedule and production timeline for each exhibition; Monitor deadlines for staff, artist and fabricators; Schedule, prepare materials for, and take minutes at exhibition planning meetings
- Assist with preparation of yearly curatorial budgets; Produce purchase orders for all departmental expenses; Track all exhibition expenses
- Create contracts for artists, designers, curators, writers, and other outside consultants
- Manage information for printed exhibition material, PR, and website; Collect high resolution images and image credit information for catalogues, other printed materials, website and PR; Organize images and information for printed exhibition materials (postcards, checklists, catalogues, brochures, and signage); Assist in proofing catalogue and printed materials including exhibition checklists, catalogues, brochures, press releases, wall labels and statements; Manage rights and reproduction requests for catalogue illustrations; Using established template, design and order postcards for each exhibition.

Act as registrar for all exhibitions:

- Organize checklists and lender information; Responsible for loan agreements, incoming/outgoing receipts, insurance forms, and condition reports
- Request and compare shipping estimates; Manage incoming and outgoing shipping for all loaned works
- Schedule and supervise installation and de-installation, including packing; Book installers, hire fabricators, rent equipment and purchase additional display materials as needed - pedestals/electronics/plexiglas vitrines etc.
- Oversee gallery monitoring and maintenance (including light bulb replacement) with customer relations staff and operations
- Oversee exhibition preparation and storage areas; Maintain installation furnishings such as pedestals, vitrines, and shelving, and electronic equipment such as television/video monitors, headphones, projectors, etc.
- Coordinate all gallery preparations with maintenance staff

ADDITIONAL RESPONSIBILITIES

- Documentation: Coordinate installation photography and supervise contract photographer; Manage current exhibitions records; Maintain exhibition archives.
- Correspondence: Respond to exhibition inquiries; manage curatorial mailing list and evite list for openings and public programs; oversee catalogue mailings to artists and galleries
- Monitor and replenish exhibition and office supplies
- Interview, hire, and supervise interns; plan and create projects for interns
- Other duties as assigned

QUALIFICATIONS

This position requires strong project management skills: the ability to work well under pressure in a deadline-driven environment, to establish priorities, and to manage multiple projects concurrently. The successful candidate will possess superior organizational skills, strong attention to detail, and a high level of accuracy. Excellent communication skills—written, verbal, and interpersonal—are necessary, as is the ability to work both independently or with a small team. Must be able to interact effectively with museum trustees, artists, arts professionals, and the public. Proficiency in Word, Excel, and Outlook required; working knowledge of Adobe Creative Suite a plus.

EDUCATION AND EXPERIENCE

Bachelor's degree and prior museum or gallery experience required; Master's degree in Museum Studies or related field preferred. Must have a thorough understanding of museum standards and practices as well as a working knowledge of contemporary art.