JOB DESCRIPTION
Exhibition Coordinator

Date Released: July 22, 2023
Position: Exhibition Coordinator
Classification: Full Time, non-exempt
Reports to: Associate Director

Hours:
- Average work week is 40 hours
- Regular Work schedule: Tuesday to Saturday, some evenings or weekends required with the option to work from home one day per week, following 60 days of employment.

Position Summary

The Exhibition Coordinator reports directly to the Associate Director and assists with the overall operations of the exhibitions program, and provides conceptual input related to auxiliary programming and gallery layouts. This position also works closely with other CC staff to effectively integrate programming across departments.

The Exhibition Coordinator is responsible for coordinating multiple projects within the Exhibitions Department, a key area delivering on CC’s mission. They are an integral part of the Exhibitions team, assisting with all administrative aspects of the installations and exhibitions in their assigned portfolio, with the goal to create and implement exhibitions and installations that inform, engage, surprise and delight our visitors.

An essential function of the Exhibition Coordinator’s work is to assist with the exhibition planning and implementation process for gallery installations and temporary exhibitions across multiple departments, while also ensuring that numerous day-to-day details are taken care of, often handling multiple installations and exhibitions at once. Key areas of coordination include assisting with project planning, tracking and maintaining multiple project schedules, processing and organizing project invoices and documents, and ensuring all inter-departmental communications are clear, timely, helpful and documented.

One of the Exhibition Coordinator’s primary responsibilities will be ensuring that the gallery spaces are ready for the installation of artwork; and managing the installation process all the way from gallery prep through the return of artworks.

Essential Functions and Responsibilities

Exhibition Administration and Installation (90%)
- Work closely with the Associate Director and Executive Director to keep CC’s exhibition calendar (multi-year planning) on track;
- Work closely with the Associate Director to formalize annual work plans, contributing to the success of goals such as programmatic excellence, scheduling traveling exhibitions, and assisting with relative revenue generation;
- Assist with overall exhibition administration and installation at CC’s main gallery and Gerri Kay Cases, making sure all communications, logistics, execution and budget are well managed.
• Assist with exhibition projects, including but not limited to the following:
  ▪ Develop, communicate and track schedules for all exhibition and installation work;
  ▪ Contact/follow-up with artists as needed;
  ▪ Maintain the order of gallery and other exhibition spaces on a daily basis;
  ▪ Fabricate/construct exhibition display materials and/or fixtures to support exhibition
    installation;
  ▪ Packing, shipping, handling, and on-site transportation of all objects using museum-
    approved procedures; preparation of signage and labels, and compilation of material for
    brochures and catalogs as needed;
  ▪ Order exhibition supplies and liaises with outside vendors for fabrication and gallery work;
  ▪ Maintain and organize the exhibition preparation area on a regular basis;
  ▪ Fabricate/construct exhibition display materials and/or fixtures to support exhibition
    installation;
  ▪ Processing submissions for jurying, contact with the finalists and preparation of traveling
    materials, including contracts and condition notebooks;
  ▪ Assist with the marketing of traveling exhibitions, client relations, preparation of traveling
    materials, and designing the traveling prospectus.
  ▪ Creates, organizes, maintains, and archives exhibition files (physical and/or electronic
    files).
• Answer exhibition inquiries from the public and colleagues via phone and email in a prompt,
  professional manner;
• Plan and provide public docent tours as scheduled in collaboration with Education;
• Assist with delivering terrific exhibitions and installations on time and on or under budget.
• Assist with artist research, documentation and archive projects as needed;
• Work closely with the Associate Director and the development staff in exhibition fundraising
  opportunities as needed (i.e., assist with grant reports, provide resources and materials); track
  progress and performance as needed;
• Implement other projects as assigned; effectively represents CC to any appropriate professional,
  arts organization, or individual artists as required in support of programs.

**Group Tours (10%)**
• Work closely with the Education Department to develop educational programs for the public that
  augment CC’s exhibitions;
• Facilitate and lead gallery tours; provide registration support including phone inquiries, mail and
  online registration, invoicing and payment processing.

**Qualifications & Requirements**

• Bachelor of Arts degree in applicable field and related experience, or the equivalent combination of
  education and experience.
• Passionate about the mission of Contemporary Craft; a working knowledge of the craft field is
  required.
• Demonstrated administrative experience. Requires exceptional communication and interpersonal
  skills, and conceptual planning capabilities, organization and task management skills.
• Must be able to work independently, under pressure, and resolve complex problems and issues as
  they arise.
● Demonstrated knowledge of current practices in exhibitions management, design, and development, or equivalent experience desired.
● Must be able to work a flexible schedule including some evenings and/or weekends.
● Strong time management skills to complete assigned projects under required schedule.
● Ability to identify priorities and manage projects.
● Experience in Microsoft Office, particularly excel, word and powerpoint; strong computer skills.
● Proficiency in Adobe Creative Cloud a plus, or willing to learn and advance the skills.
● Excellent written and communication skills.
● A commitment to diversity, equity, and inclusion.

The duties of this position are complex in nature, and the ideal candidate must be professional, proactive, highly organized, an outstanding problem solver, do well with planning and structuring timelines, have the energy and ability to balance multiple tasks and believe in teamwork and collaboration.

**Working Conditions**

● Ability to provide own transportation to perform principal responsibilities
● Sedentary work that primarily involves sitting/standing (50%)
● Moving about to accomplish tasks or moving from one worksite to another (50%)
● Frequent usage of power/manual tools
● Operates a computer and other office productivity machinery
● Work that includes moving/lifting objects at least 50 pounds

**Application**

Applications must include:
● Cover Letter
● Resume
● Three professional references – with contact information
● To apply send materials to: jobs@contemporarycraft.org

**Compensation and Benefits**

Salary range: $38,000 - $42,000 depending on experience

Benefits are competitive and include:
● Paid time off and paid sick days
● Health Insurance Group Plan
● 401k Retirement with employer match
● Short-term disability insurance
● Workers’ compensation
● Discount in the Store
● Free workshops in the Studio (material fees may apply)

Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.
Applications will be reviewed with interviews occurring on a rolling basis until the position is filled. It is expected that the successful candidate will begin mid-September.