

**Bechtler Museum of Modern Art**

**Position Description**

**Title:** Exhibitions Manager

**Reports to:** Curator

**Commencement Date:** ASAP

**Full Time**

**Salary:** commensurate with experience; benefits defined by the museum's employee handbook/personnel policy.

**Vacation time:** starting 2-week paid vacation (4 weeks by 3<sup>rd</sup> year) + 2 personal days.

Please submit resume and cover letter to Jennifer Sudul Edwards at [Jennifer.edwards@bechtler.org](mailto:Jennifer.edwards@bechtler.org)

**Basic Job Summary:**

- Manage and perform all aspects of exhibition design, prep, installation, and de-installation.
- Assists and collaborate with the Bechtler's Curator on exhibitions and Director of Collections to maintain proper storage and display of collection material.
- Manage Exhibition records, display and collection accessory supply and inventory, and Bechtler Museum Collection's digital assets.

**Required skills:**

- Full understanding of museum standards with the ability to install and deinstall according to those standards.
- Good design skills specifically with the InDesign program.
- Strong grammar skills for editing exhibition text.
- Excellent communication skills for coordinating installs and managing contract crews.

#### List of duties:

- Install and deinstall exhibitions and art in galleries, lobby, stairwell, and museum offices.
- Hire and manage exhibition's crews and contractors for installations and de-installations, such as painters, lighting crew, art handlers, riggers, equipment rental, construction crews, pedestal makers, etc., in consultation with the Curator and Director of Collections.
- Design, execute and/or commission exhibition display needs including but not limited to AV, temporary walls, pedestals, mounts, book cradles, and climate control cases.
- Keep record of all exhibitions and their details both digitally (EmbArk database) and in hardcopy.
- Inventory and maintenance of tools and equipment in workroom.
- Assist Director of Collections with inventory in collections storage, when necessary.
- Manage all museum framing needs. Create and maintain Frame inventory in both EmbArk and excel worksheet, and perform framing refits in house when possible.
- Create layouts and mock-ups of exhibitions once exhibit checklist is completed by the curator digitally or other forms requested.
- Assist curator in the exhibition planning and design.
- Acting senior art handler for the Bechtler. Duties include but aren't limited to: object moves on and off site, gallery maintenance, lending knowledge and aid, when possible, to other departments with special projects.
- Responsible for weekly gallery cleaning
- Repairs mounts on display as needed and performs gallery touch ups when required.
- Administrator for Digital Asset Management System (DAMS).
- Create gallery didactics such as labels, gallery signs, and miscellaneous needs not covered by the Bechtler Graphic Designer.
- Orders and tracks material and supply purchases for the Collections and Exhibitions Departments, in consultation with the Director of Collections
- Maintains inventory of tools and equipment and recommends replacements or additions as necessary.
- Works with the Director of Collections on the movement of artwork for incoming and outgoing loans and the storage of crates. Serves as primary load in and load out staff.
- Additional duties as directed.

#### Requirements:

- BA or BFA required; MA or MFA preferred
- Valid U.S. driver's license
- Must be able to lift 30 pounds
- Must be comfortable on ladders and with power tools