

September 5, 2017

Position: Exhibition Manager

Start date: October 16; full-time

Reports to: Curator

Salary: \$35K/per year; starting 2-week paid vacation (4 weeks by 3rd year); 2 personal days; benefits defined by the museum's employee handbook/personnel policy.

The Bechtler Museum of Modern Art has a collection of over 1,500 works of art in its accessioned collection including a wide range of media—sculpture, painting, textiles, works on paper, and artists' books. The museum stages four exhibitions a year—two in 8,410 square feet and two in 1,261 square feet—as well as smaller installations in the stairwell, lobby, and 1,000-square foot gallery.

This position serves as the art handler and preparator for the museum.

The museum seeks a manager to oversee exhibition installation and to support safe collection management and storage. Therefore, the position is divided into two parts:

80% Exhibitions

Working closely with curator to conceive exhibition installs including layout, paint scheme, and installation design.

Overseeing outside contractors including painters and art handlers.

Overseeing all manners of exhibition installation and deinstallation.

Create exhibition didactics including wall labels and handouts.

Install and manage audio and video components (monitors, iPads, and converting video into digital formats)

Draft exhibition budgets and maintain interdepartmental budget records in cooperation with the curator and director of finance.

Manage exhibition records, display and collection accessory supply and inventory.

(over)

20% Collections:

Work with director of collections to maintain safe storage for museum collections

Maintain frame, pedestal, and case inventory

Manage Bechtler Museum Collection's digital assets.

Orders and tracks all material and supply purchases for collections in consultation with the director of collections.

Maintains inventory of tools and equipment and recommends replacements or additions as necessary.

Responsible for weekly gallery cleaning.

A more detailed breakdown of duties will be presented at interview.

Requirements:

- Art handling experience
- BA or BFA, minimum
- Must have flexible work hours during install (after hours, weekends)
- Computer fluency in MSOffice, Indesign, Photoshop or Illustrator
- Knowledge of Google Sketchup preferred
- Some spoken Spanish preferred.

Please submit cover letter and resume/CV by September 11. Thank you!