

Exhibitions Manager

Non-exempt, part-time

Reports to: Deputy Director, Engagement and Exhibitions

Works closely with the Executive Director/Chief Curator and Director of Museum Operations & Visitor Services



About Sonoma Valley Museum of Art

Sonoma Valley Museum of Art (SVMA) is among the the largest visual arts organizations in the San Francisco North Bay region. With a budget of \$1.2 million, SVMA has approximately 800 members, a professional staff of 7, Visitor Services staff of 3 (pt), and a Volunteer Council and Board of Directors. Founded in 1998, SVMA is a non-collecting institution, often featuring exhibitions and programs centered around modern and contemporary art by women artists and artists of color. The Museum's mission, adopted in 2016, is *Building Community Around Art*. For more information on Sonoma Valley Museum of Art, please visit svma.org.

POSITION OVERVIEW:

The Exhibitions Manager (EM) develops and coordinates the organization, logistics, and execution of SVMA exhibitions. The manager directs and works closely with the executive director and deputy director, engagement and exhibitions and is responsible for, but not limited to developing and executing exhibition design, setting exhibition and installation timelines and budgets, coordinating art shipments, conducting and overseeing art handling, preparing loan agreements, hiring and managing part-time preparators, maintaining complete exhibition records, and maintaining the safe and secure operations of the onsite art storage area and the exhibitions shop. The EM is also a key member of SVMA's team and contributes greatly to the museum's culture with active participation in staff meetings and gatherings, and leads monthly long-range exhibition team meetings.

PRIMARY RESPONSIBILITIES:

Exhibitions Planning, Design, Preparation

- Serves as the lead project manager and point of contact for all exhibition planning, development, and execution.
- Works closely with executive director (as chief curator) and deputy director to create annual exhibitions budget.
- Manages guest curator and artist relations and facilitates exhibition team communications regarding exhibition timetables and staff roles.
- Serves as co-exhibition designer, working closely with Deputy Director, Engagement and Exhibitions and exhibition team to design floor plans, content flow, color schemes, graphic design, gallery engagement components, and related visitor services requirements.
- Plans and executes exhibition installation and de-installation schedules.
- Hires and manages qualified prep crew and coordinates work schedules for each exhibition.
- Coordinates moving of walls, painting, and prepping of galleries and fixtures before receiving artwork for exhibition(s).

Department Coordination and Management

- Works with the Development team to design, create, and maintain visual content for exhibition sponsorship acknowledgements on the lobby monitor.
- Implements the distribution and collection of all contractual agreements; prepares, organizes and maintains all loan agreements.
- Maintains and archives exhibition-related documents including: graphics, wall texts, curatorial/artist statements, loan agreements, contracts, budgets, videos, images, and all other documentation.
- Works closely with the marketing department to organize and maintain image files, reproduction rights, permissions, and licensing agreements for 1-2 museum publications annually.
- Manages and hires part-time preparation staff to lead the physical exhibition builds, art shipments, receiving, and handling, and exhibition installations.
- Oversees the organization and needs of a functional exhibits shop; including equipment, fixtures, and tool-storage areas; building and shipping materials.
- Coordinates with executive director, artists/gallerists, City of Sonoma officials, and outside contractors to organize and install occasional public sculpture installations. This includes attending city council meetings, tracking city agreements and regulations, pulling permits, preparing art loan agreements, complex shipping and installation arrangements, weekly condition reports, etc. (Public art program is currently paused with no resume date yet identified.)

Registration

- Receives, unpacks, packs, and prepares condition reports for both incoming and outgoing art shipments.
- Oversees the order and cleanliness of all art storage areas in the Museum.
- Sets art shipping schedules and packs and transports artworks for exhibitions, including renting moving vans and hiring preparators/art handlers to assist with loading, transport, and unloading.
- Coordinates safe and secure incoming and outgoing shipments and temporary storage of artwork.
- Selects, communicates, and contracts with fine art shippers when necessary.
- Conducts weekly checks of the galleries and arranges for or makes any small fixes, replacements, or repairs.
- Maintains and updates the Museum's Emergency Preparedness Plan in accordance with AAM specifications.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- BA/BS degree.
- 5 years demonstrated management skills in an arts organization, including extensive project management; supervision of prep staff and contractors; exhibition budget development; exhibition design and production.
- Demonstrated proficiency in museum registration, packing and shipping, and art handling/conservation protocols.
- Possess excellent organizational, written, and verbal communication skills; strong attention to detail.

- Vigorously sets and meets or exceeds deadlines; anticipates needs, works highly effectively and negotiates with a wide range of external individuals (artists, guest curators, contractors, technicians, vendors, etc.)
- Proficient with Google Suite.
- Demonstrated 3-D and 2-D exhibition design skills, proficient in Adobe Creative Suite and Sketch-up or other 3-D modeling software.
- Light construction, painting, and a/v tech skills a plus.

PHYSICAL REQUIREMENTS:

While performing the requirements of the job, the employee is required to sit and stand for long periods of time; to bend and reach; and must occasionally lift and or move up to 35lbs.

COMPENSATION/BENEFITS:

- Part-time, \$38 per hr, 20 hr/week except for three 2-3 week annual exhibit installation rotations where work schedule shifts to full-time, 40 hr/week.

WORK HOURS/LOCATION:

- Personal workstation is located in the administrative offices at 539 Broadway, Suite C.
- Flexible work schedule. Exhibition rotations are generally in January, May, and September and are subject to change.
- Hybrid work location: work on site/work from home as job necessitates.

Sonoma Valley Museum of Art (SVMA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, class, sex, gender, sexual orientation, disability, family/marital status, religion or other protected classes.