

Exhibitions and Facilities Manager

Full-time, Exempt

Reports to: Deputy Director, Engagement and Exhibitions and works closely with the Executive Director/Chief Curator



The Exhibitions and Facilities Manager develops and coordinates the organization, logistics, and execution of 4-5 exhibitions annually, which currently rotate three times a year. The EFM works closely with the Executive Director (E.D.) and Deputy Director, and is responsible for, but not limited to developing and executing exhibition designs, setting exhibition and installation timelines and budgets, and running weekly meetings with the exhibition teams. The EFM also hires and manages part-time preparators, prepares loan agreements, coordinates art shipments, conducts and oversees art handling, and maintains complete exhibition records, and the safe and secure operations of the museum facility.

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 E.D. (as chief curator) to create annual exhibitions budget
- 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 and programs
- Plans and executes exhibition installation and de-installation schedules
- Coordinates moving of walls, painting, and prepping of galleries and fixtures before receiving artwork for exhibition(s)
- Designs, creates, and maintains visual content for exhibition sponsorship monitors

Exhibition Department and Staff Management

- Manages guest curator and artist relations and facilitates exhibition team communications and meetings regarding exhibition timetables and staff roles
- Hires and manages part-time preparator crew to lead the physical exhibition builds, art shipping, receiving and handling, art installations, and other duties as assigned
- Organizes and maintains a functional shop and storage areas; including equipment, fixtures, and tool-storage, building materials, shipping materials, both on and off-site
- Maintains and organizes exhibition-related documents in Google Suite 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 up to 1-2 museum publications annually
- Coordinates with museum staff, artists/gallerists, City of Sonoma officials, and outside contractors to organize and install public sculpture installations, every 2-3 years. 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.

Registrar Duties

- Prepares, organizes, and maintains all loan agreements
- Coordinates safe and secure incoming and outgoing shipments of artwork; receives, unpacks, and packs art
- Prepares condition reports for both incoming and outgoing art
- Transports artworks for exhibitions, including renting moving vans and hiring preparators to assist with loading, transport, and unloading
- Conducts weekly checks of the galleries and arranges for or makes any small fixes, touch-ups, replacements, or repairs

Facilities

- Schedules maintenance checks on all building systems. Receives, responds to, and resolves facility maintenance requests; maintains service records and contact information for various building systems, equipment contractors, vendors, etc.
- Develops and maintains annual facilities budget
- Maintains and updates the Museum's emergency preparedness plan and briefs all staff and volunteers as needed; conducts annual safety drills
- Serves as primary contact for OSHA requirements, security companies, and fire and police departments to ensure building is in compliance with all fire and employee safety regulations
- Acts as project lead for occasional capital building projects, such as new lighting system, remodels or renovations, relocating or upgrading HVAC systems, etc.
- Ensures the order, cleanliness, and general upkeep of all public, storage, and work spaces in the Museum; facilitates weekly garbage/recycling
- Supervises and schedules contract custodial service; maintains facility / custodial supplies
- On occasion assists with installing fixtures in Museum Store

MINIMUM QUALIFICATIONS/SKILL REQUIREMENTS

- BA/BS degree
- 5 years demonstrated management skills in a visual arts organization, including extensive project management; supervision of staff and contractors; budget development; exhibition design and production; art handling and installation
- 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; SketchUp; Adobe Creative Suite
- Competent in construction, painting, and a/v tech skills

PHYSICAL REQUIREMENTS

While performing the requirements of the job, the employee often stands and walks for long periods of time; also must reach, stoop, bend, lift and or move up to 40lbs. Driving cargo vans and box trucks and operating other large vehicles, machinery and power tools are also required. Must have a valid driver's license.

COMPENSATION/BENEFITS

- \$64,480 annual salary; health insurance (Kaiser), vacation, holiday and sick leave