



Exhibitions Manager

Non-exempt, part-time

Reports to: Deputy Director, Engagement & 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 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 9, 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 California modern and contemporary art by underrepresented artists. 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 and its public spaces. The manager works closely with the executive director and deputy director, engagement & 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 a key member of SVMA's team and runs weekly exhibitions team meetings, and contributes greatly to the museum's culture with active participation in general staff meetings and gatherings, and also leads monthly long-range exhibition 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 deputy director and executive director (as chief curator) to create annual exhibitions budget and set the exhibition schedule.
- Manages guest curator and artist relations and facilitates exhibition team communications regarding exhibition production timetables and staff roles.
- Serves as co-exhibition designer, working closely with deputy director and exhibition team to design floor plans, content flow, color schemes, gallery engagement components, and related visitor flow requirements.
- Plans and executes exhibition installation and de-installation work schedules.
- Hires and manages qualified prep crew and coordinates schedules for each exhibition.
- Coordinates moving of walls, painting, and prepping of galleries and fixtures, and sets the schedule for when/how they are brought into the prepared space.

Department Coordination and Management

- Working with the deputy director, implements the distribution and collection of contractual exhibition 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.
- 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.
- Conducts weekly checks of the galleries and with the director of museum operations, arranges for or makes any facility or system fixes, replacements, or repairs.
- Coordinates with executive director, artists/gallerists, City of Sonoma officials, and outside contractors to organize and install occasional public art 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.)
- Works closely with the marketing team to organize and maintain image files, reproduction rights, permissions, and licensing agreements for 1-2 museum publications annually.
- Works with the development team to design, create, and maintain visual content for exhibition sponsorship acknowledgements on the lobby monitor.

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 transport 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.
- Maintains and updates the Museum's facility report in accordance with AAM specifications.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- BA/BS degree.
- 5 years demonstrated management skills in art museums, including extensive project management; supervision of prep staff and contractors; exhibition budget development; exhibition design and production values driven by museum best practices prioritizing the visitor experience and audience engagement.
- Demonstrated excellent 3-D and 2-D exhibition design skills, proficient in Adobe Creative Suite and SketchUp or other 3-D modeling software.
- Demonstrated proficiency in museum registration, packing and shipping, art handling/conservation protocols, and exhibition design and installations.

- Possess proficient construction, fixture fabrication, painting, and a/v tech skills.
- Possess excellent organizational, written, and verbal communication skills; strong attention to detail. Proficient with Google Suite applications.
- Ability to anticipate needs and source materials and solutions; negotiates well and works highly effectively with a wide range of external individuals (artists, guest curators, contractors, technicians, vendors, etc.)

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, \$40 per hr, 20 hrs/week except for the three annual exhibition installation rotations where work schedule shifts to full-time, 40 hrs/week for 2-3 weeks, as required.

WORK HOURS/LOCATION:

- Flexible work schedule. Exhibition rotations are generally in January, May, and September and can be subject to change.
- The EM's office is located in the administrative offices at 539 Broadway, Suite C., next door to the Museum.
- Flexible hybrid environment: Work on-site preferred/some work from home as required.

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.