

JOB DESCRIPTION

Exhibitions Coordinator

Reports to: Collections & Exhibitions Manager

Status: Full time, Non-Exempt

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

To support the presentation of artwork on loan to the Museum from other institutions and private collectors and in the Museum's collections through in-house temporary and outside travelling exhibitions.

Essential Functions and Responsibilities

Exhibitions/Curatorial:

- Assist supervisor in developing and organizing exhibitions of fine metalwork (~6 per year) and make all logistical arrangements necessary for them. This includes but is not limited to initiating and managing exhibition lender contracts, communicating with lenders, maintaining object checklists, and arranging the travel and comfort of visiting artists, guest lecturers, and lenders. Typical exhibitions include:
 - The *Master Metalsmith* (1 annual) and *Tributaries* (2-3 per year) exhibition series,
 - outside traveling group exhibitions (~1 each year), and
 - in-house temporary group exhibitions (~1 each year).
- Update and maintain all records pertaining to the Museum's exhibitions, including lender files, loaned object files, and shipping documents.
- Write exhibition didactics, including but not limited to labels, gallery guides, and main title wall content.
- Coordinate the creation of exhibition catalogs, including design input, coordination of image captions and credits, coordination of essay contributions, and proofing.
- Communicate with insurance company regarding temporary exhibitions, including certificates of insurance, damage claims, and photo documentation.
- Oversee digitization and reorganization of exhibition files for the institutional archive.
- Assist supervisor in developing and maintaining the exhibition calendar, including working with the Preparator on the installation schedule.
- Assist Preparator with all shipping logistics required for temporary exhibitions, including the unpacking, conditioning, and packing of all loaned art objects as needed.

Education & Marketing:

- In consultation with the Education Department, develop interactive displays and educational/outreach events and activities associated with exhibitions, such as receptions, lectures, and gallery talks.
- Develop exhibition-related written guides for tours and other educational programming.
- Conduct tours and other programs as needed.

- In collaboration with the Marketing Department, research and write social media and blog posts about exhibitions and featured artists.

Administration:

- Cultivate relationships with artists, collectors, donors, and other key stakeholders.
- Assist supervisor with meetings regarding the Curatorial Department and committees of the Museum Board of Trustees, including the Collections Committee and Master Metalsmith Selection Committee.
- Assist supervisor with grant applications and management for exhibition initiatives.
- Assist supervisor in training exhibition interns and volunteers, as well as cross training other Museum staff, interns, and volunteers when necessary.
- Performs other duties as assigned within the scope of responsibility and requirements of the position.

Qualifications & Qualities of the Ideal Candidate

- A BA with a major in contemporary art history, museum studies, or a related field is required. Master's degree preferred. Minimum 1-2 years of experience with exhibitions work in a museum or gallery preferred. Will consider an equivalent combination of relevant education and experience.
- Genuine interest in museums, metalworking, and visual arts strongly desired.
- Enjoys networking with other individuals in the field to identify new and established talent.
- Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in both large and small groups

Skills and Technical Competencies

- Proficient in Microsoft Office Suite and Adobe Acrobat Pro. Previous collections database experience is a plus, but not required.
- Strong interpersonal skills and ability to work independently as well as part of a team
- Ability to communicate clearly and concisely, both written and verbal
- Detail oriented and strong organization skills
- Able to take initiative and anticipate actions that are needed
- Ability to multi-task and conceptualize steps involved in implementing projects

Hours, Compensation, and Benefits

The work week for this position is Monday through Friday, 9:30AM – 5:00PM, with rotating Sundays every four weeks. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week of Repair Days, which is held annually in the fall.

The salary starts at \$38,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

To Apply

Send a cover letter, resume, two references, and a relevant writing sample to Brooke Garcia, Collections & Exhibitions Manager, brooke@metalmuseum.org. Please, no phone calls.

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.