



PARRISH ART MUSEUM

Exhibitions Manager

The Exhibitions Manager joins The Parrish Art Museum under new leadership and at a pivotal time in its 123-year history. They will be part of an energized team poised to move the institution into its next, dynamic phase. The Museum celebrates its 10th anniversary in its Herzog + De Meuron designed building, situated on 14 acres, in 2022 and its 125th anniversary in 2023.

The Exhibitions Manager works closely with the Deputy Director to serve as a project manager for temporary exhibitions, collection rotations, and traveling exhibitions within the context of the Parrish Art Museum's robust exhibition program, overseeing and implementing all aspects of the planning process. The Exhibitions Manager is responsible for the management of exhibitions from approval through installation; produces and communicates project plans; and works closely with various departments across the Museum.

Responsibilities include managing work plans and deadlines; preparing, tracking and reconciling exhibition budgets; preparing and monitoring all independent consultant contracts related to exhibitions—including those for guest curators, artists, designers, and installation contractors as well as reviewing contracts for exhibitions that the Museum presents from other institutions; assisting in the development of materials for pitching exhibitions to travel to other institutions—including contracts for those presentations; chairing a monthly inter-departmental logistics meeting and organizing team meetings for each exhibition; and facilitating the flow of information between exhibition curators and other departments within the museum.

Duties and Responsibilities:

Exhibition Planning and Implementation:

Prepares and implements exhibition timelines, guiding the planning process simultaneously for several exhibitions at various stages of development.

- Prepares, monitors, and revises workplans that outline the workflow and deadlines for up to four major exhibitions and up to ten smaller exhibitions (including rotations of the permanent collection) annually for each exhibition's team, including: curator(s), registrar, publications, designers, and installation crew. Tracks receipt of deliverables.
- Schedules and leads quarterly and monthly planning meetings, creates agendas, and follow-up on action items related to exhibition planning.
- Main point of contact for exhibition related contractors, including exhibition designers, fabricators, and other vendors. Fields queries and correspondence internally as appropriate.

- Coordinates Director review/approval process of exhibition design elements, liaising with exhibition designers and curators.
- Runs the floor during exhibition installations, managing administrative and production issues as they arise. Demonstrates initiative and proactive thinking to solve problems swiftly and independently in complex situations.
- Oversees the production and installation of artist fabricated exhibition components. With design and publications, manages workflows for exhibition graphics.
- Plans, schedules, and assigns work for external vendors in relation to the exhibition. Plans and establishes work schedules, deadlines and standards for acceptable work.

Communications:

Establishes communications, generates positive relations, tracks information and follows through on arrangements with lenders, artists, participating venues, contractors, and relevant staff members.

- Drafts, negotiates, and executes exhibition-related agreements with third parties in consultation with key stakeholders and Chief Counsel.
- Monitors contracts and payment schedules for all independent consultants/contractors working on exhibitions.
- Prepares pitch materials to solicit institutions as traveling exhibition venues. Tracks related correspondence offering exhibitions, and maintains records on past and potential venues.
- Disseminates exhibition information to Museum departments and facilitates interdepartmental communication regarding exhibition process and progress.

Departmental:

Manages exhibition budgeting, ensures clear communications surrounding the budgeting process, disseminates key information regarding exhibitions interdepartmentally, and streamlines the exhibition production process.

- Develops, tracks, and reconciles exhibition budgets totaling \$1–2M annually. Works with curators, registrars, and operations to track exhibition expenses.
- For traveling exhibitions, creates prorated expense budgets and tracks reimbursable expenses for the life of the tour.
- Spearheads the annual exhibition budgeting process and calls budget creation and re-projection meetings. Reports budget information to Director, CFO, Chief Curator, development, and other departments as necessary.
- Schedules and chairs a monthly inter-departmental logistics meeting. Creates agendas with key stakeholders, coordinates presentations, and creates notes of action items following each meeting.

- Manages, with IT, permissions for exhibitions related files on Museum server. Organizes file structure for exhibition file drive.

Non-essential Duties:

- Assists Deputy Director with general exhibition-related correspondence, phone calls, invoice processing and filing.
- Periodically reviews exhibition policies and procedures with Deputy Director
- Serves on various museum committees as requested.

Qualifications:

- B. A. degree in art history, museum studies or related field
- Superior budgeting, spreadsheet and contract preparation skills are essential
- Minimum of 3-4 years related museum or other related project management experience
- Ability to manage, coordinate, and complete multiple projects; work with tight deadlines
- Excellent communication skills, written and oral; detail-oriented

The Parrish Art Museum is an equal opportunity employer. The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

Interested candidates should send a cover letter and resume to: hr@parrishart.org