



POSITION AVAILABLE

## **Exhibitions and Public Programs Manager**

Full-time, exempt

### **Organization**

McEvoy Foundation for the Arts presents exhibitions, conversations, screenings, and public programs that engage and amplify the themes within the McEvoy Family Collection.

### **Position**

Reporting to the executive director, the exhibitions and public programs manager is responsible for organizing and implementing McEvoy Arts full artistic program. This program invites talented independent artists, curators, writers, filmmakers and other creative professionals to develop highly inventive and engaging exhibitions, lectures, film screenings, performances, and readings, and conversations that respond to the works in the McEvoy Family Collection.

The position manages all aspects of this program including identifying and procuring promising project proposals for review and selection by McEvoy Arts' leadership, cultivating programmatic and audience-driven partnerships and envisioning new programmatic models, and working with curators and artists to organize impactful exhibitions and public programs that will engage and delight an expanding audience base.

The exhibition and public programs manager is a lead member of a small, but highly collaborative and productive management team. She/he/they guides and co-leads a support staff, technical support, external vendors, and other production team members.

### **Responsibilities**

- Organizes and implements a robust schedule of exhibitions and public programs for broad and diverse audiences with an understanding of and commitment to McEvoy Arts' vision.
- With guest curators and artists, staff, vendors, partners, and manager of the McEvoy Family Collection, provides or obtains all administrative and production needs including invitations and bookings, loans and loan agreements, contracts and permissions, exhibition inventories and checklists, insurance and security, condition reports, installation and de-installation, equipment rentals, service and supply purchases, documentation and archive management, and shipping logistics.
- In consultation with staff and guest curators, organizes and authors well researched, coherent, and compelling writing for interpretative materials for public release such as event, artwork, and exhibition descriptions, labels, gallery guides, and check lists.
- Develops and oversees advance schedule, budgets, short and long-term plans, and evaluations of the artistic program.
- Organizes and presents materials for artistic program review meetings to select exhibitions and public programs.
- Trains gallery staff on exhibition maintenance, safety, and artwork care.
- Assumes responsibility for the safety, storage, and transit of objects on display while on loan.
- Cultivates partnerships with institutions and individuals that increase access to and participation in the artistic program.
- Represents McEvoy Arts through the media and public interviews and in conversations with numerous creative communities, partner organizations, peers, and funders.

## Qualifications

- Bachelor's degree in art history, museum, theater or performance studies required. Masters or other advanced degree preferred.
- 3 to 5 years of professional experience in a non-profit modern and/or contemporary art museum or gallery.
- Experience producing and managing high-impact artistic programs within budget and on schedule.
- A commitment to public service and the engagement of a variety of social, economic, and cultural perspectives.
- Proven writing, presentation, public speaking, and interpersonal communication skills.
- Active participation in local, national, and international arts activities and programs.
- Experience guiding, training, and supervising part-time support staff, volunteers, and procuring outside vendors.
- Ability to lead by example including lifting light-weight equipment or setting up and breaking down events.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), database, and design software.
- Multi-lingual skills a plus.
- Familiarity with AV recording and presenting equipment and software.
- Additional skills and experience to lead people and muster necessary resources to execute highly professional productions in a variety of creative media.

## Salary

Commensurate with experience and qualifications. Excellent employee benefits include insurance for medical, dental, and vision services, retirement plan, and paid vacation, holidays and sick time.

## Application

To apply, please submit your resume and cover letter to [jobs@mcevoyarts.org](mailto:jobs@mcevoyarts.org). Please include "Exhibitions and Public Programs Manager" in the subject header. Applications accepted through April 15, 2021. Position open until filled.

## Criminal Background Check

Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.

## Equal Employment Opportunities

McEvoy Foundation for the Arts is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive reconsideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.