



Job Description

Position: Exhibits Manager and Curatorial Assistant
Department: Collections and Exhibition
Supervises: N/A
Supervisor: Director of Collections and Exhibitions
Starting Date: Available Immediately
Starting Date: Available Until Filled

Classification Exempt **Non-exempt** **Job Number** E 201

Our Mission:

The International Museum of Art & Science (IMAS) located in the Rio Grande Valley inspires audiences of all ages to explore art and science through its permanent collections, exhibits, programs, and partnerships by empowering learners to discover their interests and pursue their passions.

Job Description:

The Exhibits Coordinator and Curatorial Assistant is responsible for the planning and implementation of all museum exhibits. This position administers exhibition contracts, fine arts insurance, object condition reporting functions, production of exhibition text and other interpretive materials, coordination with guest artists and curators, and scheduling and supervising all incoming and outbound shipping related to the Department. Manages the exhibition schedule calendar and assists with curatorial and collection management tasks.

Responsibilities:

She/he will be responsible for:

- Coordinate information and tasks related to exhibitions, including contracts, loan agreements, communications and/or arrangements with artists and/or guest curators, scheduling deliveries and installation/deinstallation, shipping, insurance, gallery preparation, interpretive text and labels, information related to education and public programs, casework, condition reports, and photography. Handle all shipping arrangements for exhibitions, including methods, insurance, and labeling.
- Assist the Director of Collections & Exhibitions in preparing exhibition proposals for internal staff and Committee review and Board approval, including researching available exhibitions, making follow-up inquiries on availability, cost, duration, and special considerations. Manages the exhibition calendar for all exhibition areas within the museum.
- Manages the exhibition schedule. Including up-dating internal records, gallery designations, and scheduling staff previews.

Exhibits Manager and Curatorial Assistant

- Provides exhibit information to the Development & Marketing Department for publicity and fundraising needs.
- Work collaboratively with Master Craftsman on exhibition design (layout, color, etc.), gallery preparation, casework, text, labels, and scheduling. Communicate exhibition designs and provide information to the Master Craftsman and Preparator/Exhibition Specialist.
- Maintain digital and paper files for current and past exhibitions, design documents, condition reports, contracts, invoices, and other information.
- Assist with Curatorial and Collections Management activities. Including, object photography, object research, data entry into Past Perfect collections management database, and assist in providing supervision of interns working in Collections & Exhibitions Department.
- Performs other duties as assigned or required.

Qualifications

- Must have computer experience in Microsoft Office suite and Adobe Creative Cloud software
- Facility with records management and expectation to fully master Past Perfect collections database within 3 months of start date
- Must be highly organized with attention to details, good time management skills and able to meet deadlines
- Ability to problem solve and quickly make decisions when necessary
- Eagerness to learn from work-related experiences, ability to collaborate with co-workers, and communicate with constituents (i.e., artists, guest curators, vendors, etc.) in a professional, respectful manner
- Must pass Criminal and Child Abuse background check

Preferred Qualifications

- Fluent in English and Spanish
- Undergraduate degree
- Knowledge of database software
- Knowledge of collections management practices and object handling experience
- Knowledge of museum and/or gallery installation standards
- Experience with a variety of design software such as SketchUp

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Ability to sit at a desk/workstation and use a computer for prolonged periods of time >4 hours.
- Ability to stand for up to four hours.

Exhibits Manager and Curatorial Assistant

- Ability to physically move and handle artwork, which requires being able to lift up to 30 pounds regularly.

Compensation

Compensation range \$12.50-\$15/hour