



Celebrating the Art of Ceramics

## Major Exhibitions Manager

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Application Deadline: February 15, 2018 at 5 pm

Start Date: April 16, 2018

Salary: Commensurate with experience

Term: One-year maternity leave contract

The Gardiner Museum celebrates the art of ceramics and engages local and international audiences by promoting understanding of the long history of people crafting in clay. Through the display of its permanent collections and special exhibitions, as well as through studio education, programs that engage diverse communities, and major contributions to scholarship, the Gardiner champions ceramics. The Gardiner Museum is among the few museums in the world focused on ceramics, and is one of the most important specialty museums internationally.

The Major Exhibitions Manager reports to the Curator and is a member of the Curatorial Department team. This position is responsible for the planning, organization and management of major exhibitions both organized internally as well as those lent from other institutions, for travelling exhibitions, and for related publications. The Major Exhibition Manager ensures that exhibitions and their related publications are delivered on time and on budget.

This is a one-year contract for maternity leave cover.

### Duties

**Responsible for the planning, coordination and execution of major exhibition plans established by the Museum, for both exhibitions organized internally as well as those lent from other institutions. (60%)**

- Responsible for establishing budgets for exhibitions and for their control in association with the Curatorial Installation Manager and the Curator.
- Develops planning and production schedules for exhibitions; develops installation and shipping schedules.
- Reviews all incoming exhibition contracts for feasibility and approval by the Executive Director & CEO.
- Interacts, manages or liaises with external contacts, including guest curators, artists, collectors, museums and other lenders, exhibition and graphic designers, lighting designers, editors, translators, and photographers; responsible for recruiting and hiring when necessary; drawing up

their contracts; developing work schedules and interacting closely with them to ensure the timely execution of major exhibitions.

- Interacts with lenders and lending institutions to arrange loans.
- Liaises with the Collection Manager regarding the registration and documentation of exhibition materials and loans.
- Responsible for packing, shipping, crating, insurance, customs clearance, and couriers.
- Responsible for the care and safety of exhibition objects and materials as they are moved within the museum, prepared for shipping, stored or installed for display; liaises with Security when necessary.
- Ensures that conservation standards, security and best museum practices are upheld.
- Responsible for object condition reports of temporary exhibition loans in conjunction with visiting staff, and Gardiner curatorial staff when necessary.
- Responsible for the handling and installation of objects in exhibitions.
- Liaises with the Curatorial Installation Manager regarding the installation and takedown of exhibitions.

#### **Coordinates exhibition publications (30%)**

- Responsible with the Curator for the management of exhibition publications, including the liaison with in-house curator/s and guest curator/s, publishers, graphic designers, photographers, editors and translators.
- Draws up contracts, prepares and monitors the schedule, responsible for timely delivery of material, photography, image permissions and copyright issues. Proof-reads texts.

#### **Responsible for the co-ordination of travelling exhibitions (10%)**

- Assists the Executive Director & CEO and the Curators to establish other venues for travelling exhibitions; draws up contracts and liaises with venue personnel.
- Responsible for managing the tours of travelling exhibitions, the organization of multiple venues, the writing of contracts and loan agreements, packing, crating and shipping arrangements, insurance, travelling condition reports, the tracking of exhibitions from venue to venue and the arrangement of storage as needed.
- Responsible for arranging international shipping and customs clearance for lobby displays.

## **Requirements**

### **Business skills**

- Demonstrated project management skills and experience with time-sensitive projects
- Exceptional organizational skills, problem solving and attention to detail
- Ability to multifunction, work under pressure and meet multiple deadlines

- Working knowledge of forecasting and budgeting, including the ability to develop a budget, work with, and within a budget
- Excellent written and verbal communication skills
- Demonstrated planning and scheduling skills
- Good understanding of Museum practices and standards, including conservation standards for the display and storage of works of art, and the safe handling of works of art
- Knowledge of copyright law and standard licensing practices for art works
- Ability to negotiate contracts
- Proof reading
- Knowledge of import and export and customs requirements and documentation

#### **Technical or mechanical skills**

- Proficiency with Microsoft Word, Excel
- Knowledge of TMS, The Museum System collections management database, an asset
- Ability to handle objects, prepare condition reports preferred
- Ability to utilize best practices for display, storage and storage of objects
- Comfortable and knowledgeable about packing a variety of artwork
- Photography skills
- Safety awareness as it relates to human and object interaction
- Valid driver's license is required

#### **Interpersonal/People management skills**

- Have demonstrated management skills
- Excellent interpersonal skills, including experience with teamwork
- Ability to collaborate with internal colleagues and external partners and create ways to meet mutual goals; supervision of contract staff
- Diplomacy an asset
- Recruit, hire and manage interns
- Utilize high ethical standards and implement non-disclosure of confidential or sensitive information
- Be observant, detail oriented
- Ability to work in a high-stress, time sensitive work environment during installation periods

#### **Experience/Bona fide education licenses or degrees required**

- 3 years' experience in project management
- Familiarity with exhibition organisation
- Experience with time management, teamwork, preparing and meeting budgets and timelines
- Demonstrated organisational skills
- Prior work experience in a museum or cultural organisation desirable
- Bachelor of Arts degree from college or university or demonstrated equivalent experience

- Certificate or advanced degree in Museum Studies, Arts Administration, or a speciality with relevant transferrable skills

#### **Working conditions and special conditions of employment**

- Must be comfortable working in an open concept office environment
- Able to undertake flexible working hours when necessary, including weekend and after-hours work
- Comfortable standing for extended periods of time
- Capacity to lift weight of up to 60lb; use of ladders, power and other tools
- Occasional work in private residences and offsite locations
- May be asked to act as a courier

To apply, candidates should submit a letter of interest and CV in one PDF document by February 15 at 5 pm to [hr@gardinermuseum.com](mailto:hr@gardinermuseum.com). Please reference “Major Exhibitions Manager” in the subject line. No phone calls or visits please. For further information on the Gardiner Museum, please refer to our website: [www.gardinermuseum.com](http://www.gardinermuseum.com).

The Gardiner Museum is an equal opportunity employer. Reasonable accommodations for disabilities will be provided, on request, to support applicants’ participation in all aspects of the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.