

Dallas Contemporary Job Description

Job Title: Director of Exhibitions

Reports To: Executive Director

Status: Full time, exempt, supervisory

Date: 4 April 2018

SUMMARY:

A vital member of Dallas Contemporary's Senior Staff, the Director of Exhibitions serves as the senior curator and manager for all exhibitions operations at Dallas Contemporary

Responsibilities:

Exhibitions

- Manage all details with regard to exhibitions and installations in four galleries as well as satellite exhibition projects outside the building/in the community
 - Organize and schedule exhibitions for the four galleries
 - Oversee installation and de-installation of exhibitions
 - Develop and manage budgets for exhibitions
 - Oversee staff responsible for arranging crating, shipping, insurance, contracts, travel policies and artwork loan agreements
 - Work with a variety of vendors and companies during the process of production of exhibitions (fabricators, custom framers, painters, etc.)
 - Collaborate with Director of Learning to coordinate wall text, brochure content, and artist talks
 - Maintain exhibitions for their duration

Administration/Community Outreach

- Attend senior staff meetings and help shape the institution's administration and creative vision
- Serve as a spokesperson for Dallas Contemporary in the community and beyond
- Moderate artist panels and discussions

External Affairs/PR/Development

- Contribute to press releases on exhibitions
- Provide interviews to local, national and international media contacts
- Collaborate with development team for grant and sponsorship proposals
- Cultivate relationships with museum sponsors

Supervisor

- Supervises 2 adjunct curators, 1-3 curatorial Assistants, contract installers/art handlers

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Excellent writing and public speaking abilities
- Personable demeanor
- Knowledge of museum management, collections/exhibitions management, curatorial principles and practices
- Possesses high level of attention to detail, accuracy and ability to meet deadlines
- Maintains highest standards of integrity, including confidentiality of privileged information
- Highly motivated, ability to handle multiple tasks simultaneously, and to work independently as well as in a team environment

Qualifying Education and Experience

- Master's degree in fine arts, arts administration or related field required
- Minimum of five years of progressively responsible experience in a museum or commercial gallery environment preferred

NOTE: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Salary for this position is commensurate with experience, knowledge, and education.

Please send a cover letter and resume to jobs@dallascontemporary.org