

Exhibitions Manager Job Description



Job Summary:

YoloArts strives to inspire a flourishing arts and cultural network in Yolo County by serving the community, individual artists, and arts organizations. The Exhibitions Manager helps fulfill this by managing a robust exhibition program primarily through the curation and installation of rotating exhibitions at Gallery 625 and The Barn Gallery. Gallery 625 is in the Yolo County Erwin Meier Administration Building in Woodland and The Barn Gallery is on-site at the historic Gibson House property in Woodland. This position will manage the day-to-day functions of the exhibitions program and partner with the Education department to enhance the level of learning and engagement of all visitors.

Major Job Responsibilities:

Specific duties included, but are not limited to, the following:

- Curate and install 6 exhibitions annually at Gallery 625 and 4 exhibitions annually at The Barn Gallery. Including the annual Art Farm exhibition at The Barn Gallery
- Cultivate a community arts advisory committee. Convening quarterly meetings to review exhibition calendar, programming opportunities, and artist resources.
- Liaison with Yolo County Historical Collection Museum Curator on cross promotion and exhibition collaborations at the Gibson House property.
- Liaison with YoloArts' Education Director to support visitor engagement through field trips, workshops, artist talks and panel discussion.
- Liaison with YoloArts' Art Farm Gala event coordinator on artwork inventory and installation at the annual fundraising event.
- Build relationship with local and regional artists, artist groups and art organizations.
- Maintain artist, partner and visitor contact information list.
- Prepare, manage and evaluation the exhibitions budget.
- Design and facilitate program evaluation and documentation.
- Recruit, train, supervise, and appreciate volunteers and interns to assist with exhibition preparation, installation, opening receptions, promotions, and gallery sitting.
- Provide daily care and maintenance of The Barn Gallery, Gallery 625, and all related facilities, including storage areas. Conduct regular exhibitions checks for security, damage, cleaning, and lighting needs. Maintain inventory of necessary supplies, tools, equipment, and pedestals.
- Coordinate artwork sales in relation to exhibitions.
- Provide content (artwork images, short videos, and artist information) for use in print, website and social media platforms.
- Manage the care, condition, and movement of artwork while on-site for the exhibition. Schedule and oversee all artwork drop off and pick up.
- Facilitate open hours at The Barn Gallery.
- Plan and coordinate all day-of logistics for exhibition opening receptions.
- Maintain and promote the organizations online artist directory.
- Provide all exhibition preparation, curation, and installation. Including artist scheduling and contracts, preparation of signage, wall text and labels, and installation of artwork and lighting adjustment.
- Management of exhibitions files and archives.

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Skills and Experience:

- Successful completion of a two or four-year degree from an accredited college or university in art, commercial art, museum studies, art museum education, or a closely related field preferred.
- 1-3 years of curation and art installation experience working in an art museum, gallery, related institution, or art studio.
- Knowledge of local and regional artists and art movements.
- A valid California driver's license and reliable transportation to travel throughout the county.
- Establish and maintain working relationships with a wide range of people.
- Manage multiple priorities in a highly organized and professional manner.
- Communicate tactfully, effectively, and accurately both orally and in writing.
- Work independently and resourcefully to complete assigned tasks with minimal supervision.
- Work collaboratively and as a member of a team.
- Excellent computer skills with knowledge of Microsoft Office, Apple applications, Google Suite, ZOOM, Facebook, and Instagram.
- Ability to lift up to 50lbs, stand and walk for long periods of time, and use hands and arms to reach, handle and feel.

Employment Status: Part-time/ Non-exempt, 32 hours per week, requires partial weekend availability, based on exhibition installations, receptions and viewing hours. Health and dental benefits available.

Hiring Range: \$23.00 to \$25.00 an hour. Depending on experience.

To Apply: For consideration, please submit cover letter and resume to Alison Flory, YoloArts' Executive Director, by email only to aflory@yoloarts.org.

Deadline: First review deadline April 1, 2024. Position open until full.