

## **DIRECTOR OF EXHIBITIONS JOB POSTING**

The Susquehanna Art Museum (SAM) seeks a collaborative individual to join the staff as Director of Exhibitions. The museum's exhibition plan of varied and diverse subject matter includes exhibitions curated by the Director of Exhibitions as well as collaborative curation projects, juried shows, and traveling exhibitions. The successful candidate will possess strong art historical knowledge, curatorial experience, a minimum of 3 years of experience working with exhibitions at an established art institution, and a commitment to diversity in programming. This position reports to the Executive Director and works collaboratively with the museum staff.

**About Susquehanna Art Museum:** Nestled within the Capital City's emerging midtown neighborhood in a newly reclaimed building, the Susquehanna Art Museum serves as a catalyst in the Commonwealth to offer superior educational programming and diverse exhibitions. SAM is a non-collecting museum, bringing rotating exhibitions to the Harrisburg area. As Harrisburg's only dedicated art museum, we take seriously the responsibility of presenting innovative approaches to art and lifelong learning.

### **Responsibilities:**

- Manages a multi-year exhibition schedule and oversees each exhibition from beginning to end.
- Prepares and implements exhibition timelines, guiding the process simultaneously for several exhibitions at various stages of development.
- Curates exhibitions throughout the year to fit into the exhibition schedule alongside traveling shows.
- Researches, writes, and designs didactic text including wall labels, text panels, exhibition brochures, and other interpretive materials. Coordinates all exhibition-related printing projects.
- Designs and oversees the installation of all exhibitions, including hiring contracted art handlers as needed.
- Schedules and leads planning meetings and follows-up on action items related to exhibition planning.
- Drafts, negotiates, and finalizes exhibition-related agreements with lenders, including loan forms, copyright releases, exhibition contracts, etc.
- Oversees the stewardship of caring for all exhibitions.
- Disseminates exhibition information to colleagues to ensure consistency and quality in social media posts, mailings, newsletters, and website postings.
- Ensures that shared documents for forthcoming exhibitions remain updated.
- Ensures cost effective management and control of projects, including careful accounting of exhibition expenses.
- Acts as primary point of contact for all artist inquiries, including the exhibition proposal process.
- Is available to train volunteers, tour guides, and supervise student interns as needed.
- Works collaboratively with the museum education staff to assist with programming and plan events as needed.

### **Minimum Qualifications**

- Bachelor's (or advanced) degree in Art History, Fine Arts, or a closely related field
- A minimum of 3 years of experience working with exhibitions at an art museum
- Must be highly organized, creative, and able to work collegially with a small team of colleagues.
- Effective written and oral skills.
- Possesses a strong working knowledge of museum best practices and is familiar with the American Alliance of Museums standards and resources.
- Skilled in Microsoft software including Word, Excel, PowerPoint, etc. Knowledge of the Adobe Creative suite is of benefit.

The above description and qualifications are not all-inclusive but represent a majority of the key responsibilities of this position. Other duties may be assigned as required to fulfill the directives of the strategic plan or as designated by executive staff. Work environment is a combination of office setting and exhibition installation/deinstallation/maintenance in the galleries, with some walking, lifting, and driving required.

**Additional Information:**

Hours Per Week: 40 Hours

Schedule: Generally 9:00 am – 5:00 pm, Monday – Friday, some evenings and weekends required

Primary Work Location: 1401 North 3<sup>rd</sup> Street, Harrisburg, PA 17102

Salary: Full-time, \$39,000 - \$45,000

Close Date: Sunday, April 2, 2022

**To Apply:**

Submit a cover letter, resume, three references, and a writing sample to [Info@SusquehannaArtMuseum.org](mailto:Info@SusquehannaArtMuseum.org) with the subject line Director of Exhibitions Job Application.