



## EXHIBITIONS MANAGER

### Part-Time Temporary (February-June 2024)

#### **About the Organization:**

For over 40 years ArtsConnection (AC) has been one of New York City's most comprehensive arts education organizations with programs in the performing, visual and media arts. We provide arts education that taps into students' individuality and creativity to help them forge new pathways to navigate their education and future, while building critical thinking, creative problem solving, heightened self-esteem, literacy and strong communicative abilities. Programs are led by 140 racially, ethnically and culturally diverse teaching artists whose distinctive and varied artistic perspectives inspire, guide and support students. Each year, AC partners with NYC public schools (grades pre-K through 12) across the five boroughs, providing artist residencies, professional development for teachers and artists, and family arts events. Out-of-school-time (OST) Teen Programs link the city's cultural resources to the developmental and educational needs of teens, while providing space for artistic expression, experiential learning, career and leadership development. Our work, while rooted in New York City, has been an award-winning and sought-after model on a national scale.

#### **We are intentionally building a path towards equity by:**

Using the arts as a platform to imagine an alternative future

Integrating the processes developed by the organization-wide Community Care-Diversity, Equity, Inclusion, and Access Committee and understanding that we all have a place in this work

Identifying and uplifting the assets that exist within our community of young people, artists, educators and arts leaders/administrators

Transforming policies, procedures, practices, and programs (e.g., shifting our artist and staff hiring processes to be more equitable)

#### **About the Position:**

Reporting to the Director of Teen Programs and Community Engagement, the Exhibitions Manager works in partnership with another manager to plan, organize, install/ deinstall, and manage other logistics for exhibitions of art created by young people hosted by corporate partners under our Student Art Program (SAP). The ideal candidate will have previous experience with exhibitions (ideally in corporate settings), the ability to build and maintain systems for keeping exhibition information organized and updated, strong communication skills with capacity for clear messaging with corporate partners, art handlers, parents and young artists, capacity to coordinate exhibition openings in multiple spaces and with varying participant sizes, and the ability to meet deadlines. This is a part-time, temporary position that runs through the end of June 2024.

#### **Responsibilities include, but are not limited to:**

- Coordination and execution of 4-5 exhibitions of varying sizes hosted by corporate partners, including installation and deinstallation
- Oversight of all related information and record-keeping, development of systems for maintaining and organizing critical information
- Coordination of an opening event for each exhibition

#### **Qualifications:**

- Minimum of 3 years of experience with visual arts exhibitions, ideally with some experience in corporate settings and with young artists
- Ability to coordinate and oversee the work of hourly art handler staff
- Excellent communication skills, ability to communicate effectively with external corporate partners, students, teachers, and parents/ families
- Ability to work in alignment with ArtsConnection's Equity, Diversity, Inclusion, and Access Values: <https://artsconnection.org/diversity-equity-inclusion-values/>

**Compensation and Benefits:**

- Hourly rate of \$40/hr, average of 20 hours per week
- Paid sick leave

This is a hybrid position with In-person attendance required at our offices in Midtown Manhattan for a minimum of one day per week, and other onsite work at exhibition locations as needed.

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ+ persons, and people from other historically marginalized backgrounds are encouraged to apply.

**Deadline to Apply: before 9 am on Monday January 8<sup>th</sup>, 2024**

Please email resume and cover letter to: [jobquery@artsconnection.org](mailto:jobquery@artsconnection.org)

Subject line: Exhibitions Manager

No calls please