Exhibition and Performance Manager

FULL TIME / EXEMPT

REPORTS TO: Program Director/Curator

SUPERVISES: Contract Workers

In the performance of their respective tasks and duties, all employees are expected to perform in the following:

- Perform quality work within deadlines, with or without supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all tasks, projects and assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Identify and develop solutions for existing and potential conflicts and challenges without compromising the integrity of the art presentations.
- Work conscientiously, respectfully, and with awareness of issues of equity and disparity as they affect our work environment, creative field, and city.

Position Purpose:
Provide strategic administrative and production support to organize, produce, and manage CAC’s multi-disciplinary curatorial programming. The Exhibition and Performance Manager works closely with both the Curator and Program Director to carry out all administrative elements of exhibition and performance planning and production, in addition to oversight and coordination of installation crews and contracted workers.

Responsibilities/Duties/Functions/Tasks:

Curatorial Planning and Budgeting:

- Works closely with the Multidisciplinary Arts Curator and Program Director to plan, develop and manage comprehensive budgets for all exhibitions, productions, and programs.
- Facilitates communication, planning, and supervision within the Program Departments and its technical staff and contracted staff in the implementation of CAC visual and performing arts programs.
- Manages timelines and administrative duties for the production of all performances, exhibitions, and programs produced by the CAC.
- Coordinates and communicates with artists, booking agents, galleries and museums, collectors, writers, fabricators, printers, and shipping agents in support of visual and performing arts programs.
- Assists with the coordination of the CAC’s exhibition opening events and related programs, where needed.

Job Description Revised: May 2021
Communications and Didactics

- Works with the CAC’s Communications Department to support PR, press and documentation related to exhibitions and performance.
- Organizes and maintains promotional content—images, captions, donor credits, curator’s narrative and other written content for all communication platforms.
- Works closely with the Multidisciplinary Arts Curator and CAC’s Communications Department to produce didactic materials and introductory wall text. Additionally, responsible for editing and producing artwork labels for exhibitions.

Administrative

- Supports the development, negotiation, execution and compliance of all curatorial agreements--both visual and performing arts--including artist contracts, partnerships, artwork loans, tours, etc.
- Submits purchase orders and manages payment requests for vendors, artists, tour partners, and other payees. Coordinates with Tech Director to fulfill contractor invoices.
- Organizes, maintains, and updates relevant materials for visual and performing arts exhibitions and performances, including contracts, riders, insurance documentation, exhibition checklists, installation guides, didactic materials, and condition reports.
- Secures all insurance documentation for CAC’s exhibitions and touring shows.

Box Office Management:

- Programs and coordinates all ticket processes for box office and online sales for CAC productions.
- Ensures that all ticket selling pages on cacno.org are up to date and properly functioning.
- Troubleshoot problem orders with tickets, manage comps, and performance passes both pre-show and night of event.
- Train all ticket sellers upon hire and ongoing per event needs.
- Run end of night reports/reconcile ticket sales.
- Provides regular reports on ticket sales for all programs and events.

Artist Support

- Support the Programs Department in its engagement and communication with a national network of artists, arts producers, institutions, and stakeholders.
- Oversee the logistics of artist travel and site visits.
- Coordinates onsite when artists are in the building.
- All other duties as needed.
Relevant Qualifications:

1. MA Arts Administration, MFA, exhibition, production, technical management experience
2. Broad production experience including performance and/or exhibitions, and experience working with artists, art institutions and art galleries.
3. Strong and precise attention to detail, administrative acumen, and organizational skills.

Competencies:

1. Customer/Client Focus.
2. Communication Proficiency
3. Adaptability/Collaboration
4. Problem Solving/Analysis
5. Integrity/Accountability
6. Project/Financial Management

Required Knowledge Skills & Abilities

1. Adobe Acrobat, Indesign, Photoshop
2. Google Docs/Microsoft Office Suite
3. DropboxAccounting Software (MIP / Abila / Quickbooks)

Position Type/Expected Hours of Work

This is a full-time position with variable hours.

Travel: Some out of state travel is required for this position.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands and arms to handle and reach.

This job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.