

## **Traveling Exhibitions Coordinator**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum of the City of New York is seeking a full-time Traveling Exhibitions Coordinator for an initial term of three years, funded with Support from the Upper Manhattan Empowerment Zone. The successful candidate will conduct outreach for exhibitions created by the Museum's curatorial staff and market them to external museum venues both domestically and internationally, and maintains all records of communication. Further, with direction from exhibition registrars, this position will manage and facilitate exhibition logistics, and maintain all relevant records in the collections management system.

### **Roles and Responsibilities:**

#### Outreach

- Conduct outreach for the Museum's exhibitions that are approved to travel to domestic and international museum venues.
- In collaboration with curators, registrars, designers, marketing staff, and the Assistant Director, Museum Collections, develop prospectus package, including but not limited to exhibition proposal, requirements sheet, and select press highlights.

#### Coordination and Documentation:

- Develop and maintain a database of appropriate museum venues, contacts, and identify potential venues for the Museum's exhibitions based on each museum's programming and mission.
- Work with exhibition registrar and Assistant Director, Museum Collections, to finalize exhibition contracts, maintain exhibition records in the Collections Management System, and track expenses in relevant budgets.
- Serve as primary liaison between Museum and host venue to manage any approval processes related to local presentation of exhibition and surrounding publicity.

#### Registration:

- Work with exhibition registrar to coordinate with host venue on scheduling, crating, ground and air shipping, customs, insurance, packing/unpacking, installation/de-installation, and courier arrangements.
- Oversee contract art handlers, packers, shippers, and conservators.
- Serve as exhibition courier when deemed appropriate by Assistant Director Museum Collections.
- Carry out object condition reports.
- Assist with general collections stewardship and exhibition installation responsibilities.
- Other duties as assigned.

### **A Successful Candidate Will Have:**

#### Required:

- Bachelor's degree in fine art, art history, history, museum studies, or related field.
- At least two years relevant experience working in a museum, archive, or special collection in a collections environment and/or outreach capacity.
- Strong organizational and project management skills, interpersonal skills, ability to multi-task, attention to detail.
- Excellent verbal and written communication techniques.
- Ability to conduct venue research, evaluate options, and make recommendations based on results of the research.

- Fluency in MS Office Suite, email, internet, and other digital platforms.

Preferred

- Master's degree in Museum Studies or related field.
- Hands on experience working directly with collections objects.
- Fluency in languages other than English.
- Familiarity with registrarial and/or art handling best practices, and an understanding of courier responsibilities.
- Exposure to international fine art shipping a plus.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position is based out of the Museum's main building located at 1220 Fifth Avenue. Food and drink is not allowed in the majority of this position's workspace, though appropriate breaks are allowed. Work usually takes place over a 35-hour workweek (hour unpaid lunch daily), Monday through Friday, during normal business hours. The Traveling Exhibitions Coordinator will be required to travel at times. Evening and weekend work may be required in the event they serve as courier for the exhibition while traveling. Portions of the workday may be spent in non-traditional workplaces, including but not limited to: loading docks, collections storage facilities, airport cargo areas, and riding on art transport trucks.

Must be able to stand in galleries during installation or deinstallation for several hours at a time. Must be able to handle collections objects and inspect objects and images. Must be comfortable ascending/descending ladders when necessary. At least 50% of the time is spent in a stationary position operating a computer.

## BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401k savings plan.

## HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Traveling Exhibitions Coordinator** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*