

CCA Wattis Institute
for Contemporary Arts
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www.wattis.org

Open Position: EXHIBITIONS MANAGER

About CCA Wattis Institute for Contemporary Arts

Founded in 1998, CCA Wattis Institute for Contemporary Arts is a nonprofit exhibition venue and research institute dedicated to contemporary art and ideas. The Wattis is a laboratory for testing the future of contemporary art through temporary exhibitions, public events, and in-depth research. It is part of the California College of the Arts in San Francisco. For more information, visit wattis.org

Position Summary

The Exhibitions Manager works with the Wattis Curator and Director/Chief Curator to produce and manage all exhibitions at the Wattis Institute for Contemporary Arts at the California College of the Arts. S/he participates in and supports all aspects of an ambitious schedule of exhibitions, including research, preparation, execution, communication, and fundraising. S/he proposes and curates exhibition-related public programming, and provides support for all curatorial initiatives. This full-time position reports to the Director and Chief Curator.

Responsibilities

Exhibition Development and Management

- Supports Wattis Curator and Chief Curator in the research and development of exhibitions.
- Establishes schedules and project-manages the production, coordination, installation, and de-installation of all Wattis exhibitions, as directed by the Curator/Chief Curator and in collaboration with the Head of Installation and Exhibition Design.
- Manages communication with all artists in Wattis exhibitions and artists-residents, including exhibition preparation, documentation, fundraising, contracts, visas, and any other subject.
- Oversees and manages shipping, insurance coverage and claims, condition reporting, loan forms, custom clearances, and all registrarial duties related to all Wattis exhibitions.
- Assists Curator and Head of Installation and Exhibition Design in the design and layout of exhibitions, liaising with artists as directed.
- Prepares a “de-brief” document to Wattis Curator and Chief Curator following the close of each Wattis exhibition, with notes on any obstacles or successes that can help inform future projects.
- Establishes and manages schedules, work-flow, and deadlines for longer-term curatorial planning, as directed by Curator/Chief Curator.

Public Programming

- Conceives, proposes, curates, and produces all exhibition-related public programming, including lectures, screenings, performances, and other events.
- Oversees the promotion of all exhibition-related public program events, including website updates, email announcements, social media.
- Oversees the audio/video documentation and archiving of all exhibition-related public programs.

Compiles, composes, lays out, and produces vinyl wall texts, signage, and wall labels for all exhibitions.

- Works with Wattis Curator/Chief Curator in editing and producing exhibition-related brochures or pamphlets.
- Works with Wattis Curator, Chief Curator, and CCA Development staff to prepare grant proposals (including written and image materials, as well as budgets) necessary for exhibition fundraising.
- Provides images and information for all Wattis exhibitions to all CCA academic departments, as well as Marketing and Communications.
- Supports Head of Publications in the research and the preparation of materials related to all exhibition-related catalogues or books.

Written / Printed Materials

- Compiles, composes, lays out, and produces vinyl wall texts, signage, and wall labels for all exhibitions.
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Budget Management

- With oversight from exhibition curators and Wattis Deputy Director, manages, monitors, and updates exhibition budgets for all Wattis exhibitions.

Operations & Administration

- Schedules, manages, and distributes documentation of all Wattis exhibitions
- Arranges accommodation, travel, and per diems for artists, speakers, and other exhibition-related contributors.
- Coordinates with CCA's Fine Arts program in the integration of an annual Capp Street Artist-in-Residence, arranging a teaching schedule and overseeing hospitality for resident.
- Acts as liaison with all Wattis and CCA departments including Communications, Education, Publications, Development and Operations to secure a smooth flow of information related to Wattis exhibition program
- Maintains files and correspondence as well as archiving past exhibition files
- Gives tours of all exhibitions to visiting guests, including patrons, students, faculty, press, and others.
- Compiles guest lists for exhibition invitations and plans post-opening dinners, in collaboration with Curator, Chief Curator, and development staff.

Requirements and Qualifications

- MA in Studio Art, Art History, Curatorial Studies, or minimum 3 years professional experience in the field of exhibition production.
- In-depth knowledge of international contemporary art.
- Excellent writing and editing skills.
- Ability to work with close attention to detail.
- Ability to take initiative and prioritize tasks; excellent time-management, and problem-solving skills.
- Ability to follow through and meet deadlines while coordinating many current and long range projects simultaneously.
- Ability to support management decisions in a positive, professional manner.
- Strong interpersonal and communication skills.
- Comfortable working in a fast-paced environment with a small team.
- Willingness to work evenings and weekends.

Application Instructions

Applicants must submit applications on CCA's online job portal at cca.edu (job #R505365):

https://cca.wd5.myworkdayjobs.com/en-US/CCA/job/San-Francisco/Exhibitions-Manager_R505365

Please include a cover letter and resume. Recommended document file formats are Word or PDF.

The position offers a competitive salary, with medical, dental, and vision health benefits.

Application Deadline

The position is open now and applications will be accepted until the position is filled.

EEO Statement

As an educational and cultural institution, California College of the Arts has a responsibility to provide access and opportunities for all people, with special attention to supporting groups historically underrepresented in higher education.

We believe that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability.

California College of the Arts is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.