

Position Title: Exhibitions Coordinator
Reports To: Director of Exhibitions and Curatorial Affairs
Commitment: Part Time (Temporary)

Organizational Description:

The Museum of the African Diaspora (MoAD) is a San Francisco based nonprofit organization that was conceived as a cornerstone of the economic and cultural revitalization of the city's downtown area. MoAD brings people of all ages, and ethnicities together to explore and appreciate the culture, history and art of people of African descent within the United States and throughout the world. MoAD invites everyone to engage in the cultural expression of the African Diaspora through contemporary art.

Position Description:

The Exhibitions Coordinator will work with the Director of Exhibitions and Curatorial Affairs on daily operations, and serve as liaison with outside institutions, contractors, in managing the installation and logistics of exhibitions. In addition to supporting the organization of the exhibitions, the Exhibitions Coordinator will oversee registrar responsibilities and collections management tasks.

- Manage installation process of multiple and simultaneous exhibitions including but not limited to gallery preparation, graphic design, installation, registration, national and international loans.
- Contact and continue correspondence with institutions and collectors concerning loans of artwork.
- Log and maintain the environment within the gallery as a part of the standard facility report.
- Assist the Director of Exhibitions and Curatorial Affairs with the development of all deadlines for exhibition and permanent collection checklists, floorplans, and other design elements, and for all interactives, text, and graphics.
- Serve as lead in contract management with national and international loans while managing shipping logistics, customs, and inventory.
- Identify best practices in protocols to improve internal registration and collections policies systems while balancing budget realities.
- Maintain long and short term planning for storage, registration, collection and loans of objects.
- Manage art collection and exhibition development including but not limited to photography, digital presentation, rights and reproductions.
- Work with the curatorial team, preparators, and registrar to prepare and implement schedules for assembly, installation, and dispersal of exhibitions.
- Plan and research for special exhibitions and installations.
- Provide oversight and maintenance of inventory of gallery furniture and lighting.
- Work with the Director of Exhibitions and Curatorial Affairs in development of Museum procedures related to the functioning of the exhibition program.
- Participate in or manage other departmental or administrative processes or projects as requested.

Required Education, Experience, and Skills:

- Bachelor's degree (or equivalent work experience) required, including coursework in the visual arts, art history and/or museum studies is required, with demonstrated knowledge of African American and/or African modern and contemporary art.
 - Masters preferred in Art History, Visual Studies, Africana Studies, Museum Studies, Curatorial Studies, Museum Studies, and/or Art Education.
- 2-5 years' experience in arts/museum/public programming administration.
- Exceptional attention to detail and organizational skills, with the ability to manage multiple tasks simultaneously, prioritizing competing priorities while meeting deadlines.

- Strong interpersonal skills, a collegial attitude, and a high level of professionalism.
- Excellent writing skills.
- Demonstrated ability to work in a team environment, build consensus and problem solve.
- Strong computer skills, including MS Word and email, with the capacity to quickly learn and master new systems. Proficiency in Adobe Photoshop and Excel a plus.

Physical Requirements:

- Ability to communicate via phone and email.
- Ability to work at a computer for extended periods of time.
- Frequent use of stairs.
- Capacity to work effectively in shared office environment.
- Ability to lift and carry 20lbs pounds.