

Employment Opportunity
George Eastman Museum
Rochester, NY

Job Title: Manager of Programs and Exhibition Production

Department: Exhibitions, Marketing and Engagement

Reports To: Eliza Kozlowski, Senior Director of Marketing and Engagement and
Amy Schelemanow, Director of Publishing, Exhibitions and Design

Salary/Status: Salary range \$40,000 - \$52,000 annually depending on experience. Full time/Exempt.

Posting Date: June 30 –July 15, 2022

*****As a condition of employment, the museum requires employees be fully vaccinated against COVID-19, which includes an mRNA booster vaccine (Pfizer or Moderna).***

JOB SUMMARY:

Support institutional goals and the efforts of multi-department planning and production teams through the management, scheduling, budgeting, and execution of the museum's exhibitions and public programs. Lead program development and planning.

JOB DUTIES:

- Manage the comprehensive multi-year exhibition and annual program schedules.
- For each exhibition and program develop a comprehensive production/planning schedule for tasks and deliverables based on input from all members of the multi-department exhibition and program planning teams.
- Draft, monitor, and manage comprehensive budgets for each exhibition and annual revenue and expense budgets for programs, in consultation and coordination with staff members involved in the project. Once budgets are approved, track spending to ensure that projects stay within budget.
- Track, and ensure compliance with timelines and deliverables specified in exhibition contracts and program co-organizer agreements.
- Establish, manage, and keep up-to-date meeting notes and digital records for all aspects of exhibition and program planning and production. Archive notes, digital documents, and production files at the close of each project.
- It is anticipated that time spent on responsibilities for both departments will be split roughly equally throughout the year.

Specific duties related to Exhibitions

- Oversee progress by all contributors to an exhibition to assure compliance with and achievability of schedule.
- Collaborate with exhibition curators and other members of the exhibition planning and production teams to implement the interpretive plan, overall design, and graphic and interpretive text elements for each exhibition.
- Support exhibition curators in the preparation of, or supervise the preparation of, two-dimensional plans or three-dimensional models of exhibition layouts illustrating the placement of objects. As required, support, assist, or otherwise collaborate on implementing exhibition layouts in galleries.
- Collaborate with, or support as needed, the Chief Preparator in planning exhibition installation activities to ensure exhibitions meet their design specifications, budgets, and timelines.
- Manage the existing inventory and collaborate on procurement, maintenance, and deployment of digital video/display equipment for use in exhibitions in collaboration with IT, Facilities, and Object preparation as appropriate.
- Manage the production or procurement of exhibition signage, props, and analog interactives.

- Collaborate with, or support as needed, the Chief Preparator on the inventory, maintenance, design, and procurement of exhibition cabinetry and furniture.
- Oversee or conduct regular inspections of gallery installations and other displays and equipment. Coordinate gallery maintenance with Object Preparation team, Facilities Department, and IT Department.
- Other exhibition-related duties or projects, as requested by the Director of Publishing, Exhibitions & Design.

Specific duties related to Onsite and Online Programs

- Co-chair the Program Committee with Director of Special Events.
- Work with curators, Engagement and Marketing and Engagement team, membership, and other staff to develop the schedule of onsite and online programs in support of and related to the museum's mission, including exhibitions, collections, member engagement, community service and outreach, inclusion and diversity, and national and international profile.
- Interact with artists, curators, and other presenters in arranging, scheduling, and delivering programs.
- Work with Engagement and Marketing team, visitor services and finance staff, and membership team—in consultation with Museum Director—to set and implement online and onsite program ticket pricing.
- Develop and implement schedules for artist talks, Wish You Were Here and In Focus lecture series, and other programs, as determined.
- Propose one-time programs and events and new program series (online or onsite) for consideration by the Engagement and Marketing team, membership team, and the Museum Director.
- Act as site manager, host, and moderator (as required) for in-person and online programs.
- Develop and implement schedule for Garden Vibes and other outdoor concerts.
- In consultation with the Engagement and Marketing department and/or membership team, conceptualize special events. Work with outside partners such as Rochester Cocktail Revival and Fringe Festival to plan and execute programs when appropriate.
- Other program-related duties or projects, as assigned by Senior Director of Engagement & Marketing.
- Work environment(s) are an office setting, museum galleries, archive, and storage areas all with moderate to light noise.
- This position requires sitting, standing, walking, lifting, carrying, pushing and/or pulling a maximum of 50 lbs.

MINIMUM QUALIFICATIONS:

Education Requirements

- College degree or equivalent experience in relevant areas.

Experience Requirements

- At least 3 years of experience in project management, including responsibility for drafting budgets, scheduling, and production coordination.
- Knowledge of standard museum practices, protocols, and ethics.
- Previous experience in program or event management.
- Experience related to cultural or educational programs preferred.
- Working understanding of exhibition production practices preferred.
- Ability to effectively manage a team to complete complex projects, appropriately delegate responsibilities and tasks, and to participate in and, at times lead a productive collaborative environment where participants may have different perspectives or ideas.
- Working knowledge of Word processing and spreadsheet software, Google email and drive. Familiarity with design software preferred (Adobe Photoshop, Adobe InDesign, Google SketchUp).

To be considered for this position, please email a cover letter and a current CV or resume to Amy Schelemanow, Director, Publishing, Exhibitions and Design at aschelemanow@eastman.org

The Eastman Museum is committed to advancing inclusion, diversity, equity, and accessibility at our institution and in our society.

The Eastman Museum is an Equal Opportunity Employer.