



Title: Collections & Exhibitions Associate

Department: Curatorial

Reports to: Curatorial Chairs

Start: Late summer 2022

Job Type: Full-time (5 days/week); Fixed Term (two-year)

Overview:

The American Folk Art Museum seeks a collaborative and highly motivated Collections & Exhibitions Associate to oversee the planning and execution of a new series of collection-based exhibitions, funded by the Henry Luce Foundation and to be presented at the Museum's flagship location in Manhattan. This new role will partner closely with the Luce Assistant Curator and other members of AFAM's highly collegial team to manage all aspects of administrative, logistical, and financial planning for the exhibition series. The position will also support AFAM's Curatorial Chairs and Director of Collections in managing AFAM's diverse collections of over 7,500 works of art.

Luce Exhibition Management:

- In collaboration with curators and other Museum Staff, establishes and manages scheduling of timelines for the three grant-funded exhibitions, scheduled to open in March 2023, November 2023, and April 2024
- Takes ownership of exhibition deadlines to deliver projects on track
- Monitors and reports on exhibition budgets
- Working with the curators, schedules and manages periodic exhibition planning and design meetings
- Supervise all aspects of installation/deinstallation, including the ordering and procurement of exhibition materials and the coordination of teams on-site, in concert with the Director of Collections
- Manages the assessment and preparation of objects for display
- Coordinates packing and shipping of objects from AFAM to storage to gallery
- Collaborates with staff to ensure that policies are upheld, including but not limited to conservation standards and security within the galleries
- Monitors and maintains artwork for the duration of each exhibition
- Working with AFAM's Manager of Institutional Giving and Luce Assistant Curator, ensures that grant requirements and reporting needs are met
- Liaises with External Affairs team to meet needs for press and marketing, including exhibition photography

Collection & Record Management:

- Documents exhibition- and loan-related data in TMS

- Ensures consistency of formatting in exhibition labels and updates object records accordingly
- Creates and maintains shared exhibition files for staff use and eventual archiving
- Works with the curators to prepare for quarterly Collections Committee meetings
- Contributes to ongoing collection digitization project through cataloguing and research
- Other duties as assigned

Qualifications:

- 3-5 years of museum experience, or equivalent experience in another cultural/arts organization
- Proven skills as a project manager with exceptional attention to detail
- Collaborative approach to communication
- Creative and proactive problem-solver
- Demonstrated budgeting skills
- Knowledge of museum best practices with respect to packing, shipping, art handling, installation, display, and collections care
- Knowledge of TMS preferred

Salary & Benefits:

- Salary of \$55-60K/annually
- The American Folk Art Museum offers a robust Employee Benefits Plan, including fully paid single health insurance, generous Paid Time Off, and discounts on local transit passes

To Apply:

- Application Deadline: Please submit materials to Lisa Martinson (she/hers), Human Resources & DEAI Manager, at Lmartinson@folkartmuseum.org by **August 1st, 2022**. Interviews will be conducted virtually.
- Application Materials: CV; letter of interest
- Candidates from historically underrepresented backgrounds in the Museum field are encouraged to apply

Equal Opportunity Employer

The American Folk Art Museum provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading,

demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.