
THE SHED

THE **BLOOMBERG** BUILDING
545 West 30th Street
New York, NY 10001

Job Description: Director of Exhibitions

About The Shed

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

About the Position

The Director of Exhibitions is an essential part of the Program team and reports to the Chief Curator. The primary responsibility of the Director of Exhibitions is to manage the Exhibitions team, as well as the scheduling, budgeting, development, producing, and installation of The Shed's exhibitions. This includes managing exhibition producers and working with lead curators and artists on the development and production of large-scale, ambitious, exhibitions and new commissions; planning and scheduling installation timelines; and managing an installation crew and providing hands-on assistance in the installation of works of art in diverse media. The position also involves managing the staff that coordinate registrational activities including condition reports, packing and unpacking, shipping and receiving, gallery inspection, and maintenance. The Director of Exhibitions will also assist in the management of The Shed's partnership exhibition program.

While the Director of Exhibitions will be involved principally in exhibitions, they are also part of the Shed team, which works together to ensure The Shed's projects are smoothly delivered, as well as to promote The Shed locally and internationally.

Key responsibilities include, but are not limited to

- Develop initial budgets for all exhibitions with the wider Shed team, Artistic Director and CEO, and Chief Curator
 - Create and monitor exhibition and project schedules to ensure key deadlines are met
 - Oversee contracts with all artists
 - Oversee the scheduling and projects of all exhibitions and installations, including collaborations with the Shed's various departments, including Production, Facilities, Technology, supervising project-specific registrars, art handlers, and outside vendors in a broad range of work-artwork fabrication, shipping, receiving, preparation, installation/deinstallation, construction and carpentry, painting, lighting, design assistance, making and installing wall labels and texts, etc.
 - Manage the Exhibitions department staff
 - Assign exhibition management to Visual Art Producers and manage their overall workflow
 - Oversee the management of the installation and deinstallation of exhibitions including hiring and managing contractual art handlers and supervising installation crews
 - Assist with all phases of the development of exhibitions, from proposal phase, to production, installation, maintenance, and deinstallation
 - Work closely with artists, fabricators, and vendors to manage the production of artworks prior to exhibition, and onsite, as needed
-

- Schedule and monitor visual art maintenance staff to conduct regular gallery maintenance and inspection of works during exhibitions
- Monitor, install, operate, and manage repairs for exhibition technology including but not limited to projectors, media players, computers, and sound equipment
- Represent the Exhibitions department in all operational meetings across The Shed, including institutional calendar
- Work closely with Facilities, Operations, Special Events, and Production to smoothly realize The Shed's exhibition program
- Other duties as required

Qualifications and Qualities

- Bachelor's degree or equivalent experience preferred
- Ten or more years of professional experience in project management, production and producing ambitious artworks/installations, arts project management, exhibition organization, or other relevant experience in the field
- Experience in budget development
- Experience in scheduling across multiple sites and years
- Experience working with artists, fabricators, shippers, art installers; knowledge of art fabrication methods and processes
- Experience working in interdisciplinary projects, or previous experience working in live arts and multimedia is an asset
- Ability to work on various projects at any given time, in various stages of development
- Strong organizational skills
- Outstanding communication (written and verbal) and negotiation skills; diplomatic attitude
- Excellent attention to detail and ability to problem solve
- Working knowledge of mechanized equipment, including scissor lifts
- Ability to perform physical tasks as part of the install/de-install of artwork; strong respect for art objects, paired with knowledge of current trends and protocols in art handling, packing/crating art, art materials, construction, painting, and lighting
- Knowledge of audio-visual equipment and installation, including creating and working with various types of media files for exhibitions
- Excellent knowledge of rendering and model software including Google Sketch-up, Adobe Creative Suite, Microsoft Office, as well as installation specific programs such as Flexisign and various video creation/editing software
- Ability to work flexible hours, including evenings and weekends during installation periods
- This job description is a guide to the nature of the work. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

Application Process

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

Please note: The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.