The Menil Collection  
Employment Opportunity

Title: **Exhibitions Manager**

Department: Curatorial

Reports to: Senior Curator

Status: Full-time; exempt from overtime

General Responsibilities

The Exhibitions Manager facilitates all aspects of project production and planning related to the display of artwork at the Menil Collection (“exhibition”), including permanent collection installations, loan-based presentations, and traveling shows. Priority is given to scheduling and project management; developing and tracking budgets; creating and reviewing contracts; coordinating interdepartmental planning and logistics; and establishing and streamlining workflows and internal communications. The Exhibitions Manager is tasked with efficiently organizing, distributing, and sharing information about exhibitions across all departments and on internal digital platforms and works closely with CFO and Finance Department staff; Executive Team, including but not limited to Directors of Collection Management, Facilities, and Advancement.

Specific Duties

1. Manage all exhibition finances. Establish detailed project budgets and accurate reporting and forecasting for long-term planning. Work closely with the Finance and Accounting Department to create monthly exhibition spending reports and provide budget support for grant writing and board documents. Regularly conduct exhibition spending analyses for the Museum Director and Senior Curators, and track and code invoicing.

2. Draft and execute all exhibition agreements and related contracts, with external partners, venues, and artists for review with the Director, museum staff, and outside counsel. Monitor deliverables and contractual obligations.

3. Establish exhibition timelines. Monitor and assist the curatorial team with the production, assembly, and distribution of all exhibition assets, including loan correspondence, exhibition proposals, checklists, descriptions and fact sheets, budgets, press sheets, and image lists, and installation and gallery construction plans.

4. Maintain and oversee the museum’s long-term schedule for the full program of exhibitions and gallery rotations.

5. Benchmark and implement best practices for exhibition development, communication, and execution. Lead the ongoing development of improved project management processes and policies.

6. Organize interdepartmental exhibition logistics, planning, and budget meetings to coordinate efforts throughout the production process.

7. Establish, review, and maintain exhibition-related template documents, such as loan letters, exhibition and artist contracts, letters of agreement, exhibition workflow documents, and budgets.

8. Manage the administration of external exhibition proposal reviews.
Qualifications

1. Bachelor’s degree required.
2. Minimum of five years prior museum experience specifically related to exhibitions/exhibition management preferred. Legal or business degree/experience helpful but not required.
3. Advanced knowledge and recent experience using Microsoft Suite: Word, Outlook, Excel, PowerPoint; FileMaker, and other standard office skills, procedures, and equipment.
4. Excellent organizational skills with keen attention to detail.
5. Excellent written and oral communication skills.
6. Adherence to deadlines and strong follow-through.
7. Flexibility in meeting shifting demands and priorities.
8. Ability to work simultaneously on multiple projects in a highly demanding and fast-paced work environment with limited supervision.
9. Motivation to function in a team and service-orientated environment.
10. Ability to work with confidential exhibition material of financial and legal nature.
11. Ability to exercise a high level of discretion, diplomacy, and initiative.
12. Experience cultivating effective and collaborative working relationships in the workplace.

How to apply

For immediate consideration, please email your resume and cover letter to hr@menil.org You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.