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# THE SHED

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

## **Job Description: Senior Exhibitions Manager**

### **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 Senior Exhibitions Manager is an essential part of the Program team and reports to the Chief Curator. The primary responsibility of the Senior Exhibitions Manager is to oversee all aspects of exhibitions development, including the scheduling, budgeting, shipping, production, and installation of The Shed's exhibitions. This includes managing the Exhibitions team and working with lead curators and artists on the development and production of exhibitions. The Senior Exhibitions Manager will also oversee registration activities including condition reports, packing and unpacking, shipping and receiving, overseeing a Lead Preparator and management of installation crew, vendors, and technicians as well gallery inspections, permitting, and safety compliance along with maintenance and providing hands-on assistance in the installation of works of art in diverse media.

While the Senior Exhibitions Manager 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**

- Prepare and implement timelines for exhibitions, and guide the planning process
  - Create and foster effective collaboration and communication among Shed departments during exhibition planning
  - Convene project planning meetings and follow through on next steps
  - Develop and manage exhibition budgets, working with departmental managers and Finance/Accounting to meet overall budgeting goals
  - Coordinate exhibition installation logistics, and troubleshoot issues that arise
  - Draft, negotiate, and execute artist agreements, production agreements, and exhibition agreements
  - Oversee high-level exhibition contract negotiations with national and international partners and co-organizers
  - Manage budgets and logistics of exhibition tours
  - Directly supervise, mentor, and advise junior Exhibition Coordinators
  - Serve as resource for colleagues for exhibition information and act as primary contact between The Shed and partner institutions
  - Oversee the scheduling and production of all exhibitions and installations, including supervising Preparators and outside vendors in a broad range of work-artwork preparation, installation/deinstallation, construction and carpentry, painting, lighting, design assistance, making and installing wall labels and texts, etc.
  - Represent the Exhibitions department in meetings, both internal and external to the institution
  - Develop gallery maintenance procedures with Lead Preparator and Exhibition Coordinators
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- Oversee Lead Preparator in the maintenance of all gallery spaces, workspaces, and artworks on display.
- Manage exhibition budgets including filing invoices, tracking payments, reconciling project expenses and planning cash flow
- Develop feasibility studies and initial budgets for all exhibitions proposed, in dialogue with chief curator, artistic director and chief financial officer
- 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 oversee the production of artworks prior to exhibition, and onsite, as needed
- Create and monitor exhibition and production schedules to ensure delivery deadlines are met
- Oversee the management of the installation and deinstallation of exhibitions including hiring and managing contractual art handlers, supervising installation crews, with The Shed's Lead Preparator
- Secure appropriate AV technicians to 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, Live Events, and Production to smoothly realize The Shed's exhibition program
- Other duties as required

### **Qualifications and Qualities**

- Bachelor's degree
- Ten or more years of professional experience in organizing exhibitions, arts project management, production, and producing ambitious artworks and installations
- Experience budget development
- Experience scheduling across multiple sites and years
- Experience working with artists
- Experience working with art handlers, exhibition designers, fabricators, shippers; knowledge of art fabrication methods and processes
- 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
- 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**

The salary range for this position is \$95,000 – \$110,000. Compensation is commensurate with experience.

### **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 dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, people of color, women, transgender, and non-binary candidates. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the arts field are strongly encouraged to apply. Whether you're new to arts and culture administration, returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.