

## **The Menil Collection Position Description**

**Title:** *Exhibitions Manager*

**Department:** Curatorial

**Reports to:** Senior Curator

**Status:** Full-time; exempt from overtime

### **General Responsibilities**

The Exhibitions Manager facilitates all aspects of Menil exhibition and special project production and planning related to the display of artwork, including permanent collection installations, loan-based presentations, and traveling shows. This includes scheduling and project managing; coordinating interdepartmental planning and logistics meetings; developing and tracking budgets; facilitating the coordination of contracts; establishing and streamlining workflows and internal communications; and monitoring and enforcing deadlines. The position is a part of the curatorial team and serves as a vital hub of information for the museum staff. It is tasked with the primary function of efficiently organizing, distributing, and sharing information about exhibitions and special projects across all departments and on internal digital platforms.

### **Specific Duties**

1. Maintain and oversee the long-term schedule for the full program of exhibitions.
2. 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, image lists, and installation and gallery construction plans.
3. Organize interdepartmental exhibition logistics, planning, and budget meetings to coordinate efforts throughout the production process.
4. 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. Track and code invoicing and regularly conduct exhibition spending analyses for the Museum Director and Senior Curators.
5. Draft and execute all exhibition agreements and contracts with external partners, venues, and artists for review with the Director, museum staff, and outside counsel as required. Monitor deliverables and contractual obligations.
6. Establish and maintain exhibition-related template documents, such as loan letters, exhibition and artist contracts, letters of agreement, exhibition workflow documents, and budgets.
7. Manage the administration of external exhibition proposal review.
8. Benchmark and implement best practices for exhibition and project development, communication, and execution. Lead the ongoing development of improved project management processes and policies.

## **Qualifications**

1. Bachelor's degree required.
2. Minimum of three years prior museum experience related to exhibitions/exhibition management.
3. Advanced knowledge and recent experience using Microsoft Suite: Word, Outlook, Excel, PowerPoint; FileMaker, and other standard office skills, procedures, and equipment.
4. Strong clerical and 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. Ability to work under pressure in a fast-paced environment.
13. The ability to forge effective relationships throughout an organization is essential.

## **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto: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.