

Exhibition and Program Manager

Williams College Museum of Art (WCMA)

The Williams College Museum of Art (WCMA), one of the leading college art museums in the country, is seeking an organized and creative Exhibition and Program Manager to oversee budgeting, logistics, and implementation of exhibitions, publications, and programs. The successful candidate will be an experienced project manager, effective problem solver and a collegial team leader.

WCMA makes dynamic art experiences to incite new thinking about art, museums, and the world. The museum is a vibrant center for the arts at Williams that embodies the potential for the liberal arts to catalyze our ability to think creatively and critically.

Reporting to both the Deputy Director for Curatorial Affairs and the Associate Director for Academic and Public Engagement, the Exhibition and Program Manager serves as a hub of communication within the museum and with outside constituents. As no two exhibitions or programs are alike, the Exhibition and Program Manager works closely with colleagues to problem solve each project, using past experience and creative thinking, to identify needs and associated budgetary and scheduling implications.

Primary Responsibilities:

- Maintain calendar, coordinating with curators, registrars, communications, and preparators
- Create detailed production timelines supervise deadlines
- Develop and track project budgets and expenses and prepare invoice payment authorizations for related fees
- Draft exhibition and artist contracts in collaboration with College Counsel
- Manage production of exhibition-related publications (designers, authors, fees, image licensing, color proofing, and permissions)
- Oversee development of exhibition-related texts, working with curators, copy editors, and outside vendors
- Schedule travel, visa, and reimbursements for visiting artists and contract curators

Qualifications:

- Bachelor's degree required
- Minimum of five years exhibition or project management experience in a museum, gallery, or arts organization
- A record of successful experience in the management of exhibitions and programming, from inception to de-installation
- Experience liaising with curators, designers, registrars, printers, artists, galleries and counterparts at other institutions
- Ability to effectively communicate, negotiate, and problem solve
- Strong oral and written, project management, and budgeting skills are essential

Review of resumes will begin immediately and continue until the position is filled. Candidates from under-represented groups are strongly encouraged to apply. Job Group 3-B.

Employment at Williams is contingent on the verification of background information submitted by the applicant, including the completion of a criminal record check, and education when applicable.

To apply for this position, please visit <http://staff-careers.williams.edu>. If you have any questions, please feel free to contact us via phone at (413) 597-4247 or email at hr@williams.edu.

Williams College is a coeducational liberal arts institution located in the Berkshire Hills of western Massachusetts with access to the culturally rich cities of Albany, Boston, and New York City. The College is committed to building and supporting a diverse population of approximately 2,000 students, and to fostering an inclusive faculty, staff and curriculum. Williams has built its reputation on outstanding teaching and scholarship and on the academic excellence of its students.

Beyond meeting fully its legal obligations for non-discrimination, Williams College is committed to building a diverse and inclusive community where members from all backgrounds can live, learn and thrive.