

Employment Opportunity

Exhibitions and Publications Manager

About the Museum

Contemporary Arts Museum Houston (CAMH) presents extraordinary, thought-provoking arts programming and exhibitions to educate and inspire audiences nationally and internationally.

Established in 1948, CAMH is one of the oldest non-collecting contemporary art museums in the country and is internationally known for presenting pivotal and landmark work by artists recognized as the most important of the 20th and 21st centuries. CAMH's mandate is to be present, to connect artists and audiences through the urgent issues of our time, and to adventurously promote the catalytic possibilities of contemporary art. CAMH's programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

Position Description

The Exhibitions and Publications Manager is a critical member of the Museum's team and provides important administrative and planning support to the Curatorial and Exhibitions Department, as well as the Director's Office. As part of a team, the Exhibitions and Publications Manager is a primary liaison between Curatorial, Exhibitions, and Director's Office, working to provide budgetary, logistical, contractual, and administrative support for internally and externally generated exhibitions as well as accompanying publications. Reporting to the Deputy Director, the role also provides general support to the Curatorial Department to implement the Museum's exhibition and publication priorities and assure that these programs function at optimum levels and within budgetary guidelines.

Title:	Exhibitions and Publications Manager
Reports to:	Deputy Director
Status:	Full Time Exempt
Schedule:	Monday - Friday, 9AM - 5PM with additional evenings and weekends
Salary:	Starting salary - \$52,000 commensurate with experience

Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Have a deep passion for contemporary art and for connecting artists and audiences. Are comfortable and eager to work in a creative environment and bring integrity, curiosity, and a sense of adventure to a key role that offers a primary voice in communicating the vision and values of the Museum.
 - Support the Museum's mission, values, vision, and core commitment to visitor experience, community engagement, and institutional impact. Value and embrace working in an inclusive environment that strives to ensure a culture of belonging, set within the most diverse city in the United States.
 - Contribute to a culture of learning, collaboration, innovation, creativity, and community engagement.
 - Participate in cross-departmental teams while working toward collective institutional outcomes.
 - As a key member of a team that works in support of living artists' vision, extends a high degree of trust and collaboration to artists, with the goal to fully support artists and to realize impactful experiences for the public.
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- Ability to proactively and efficiently manage a significant number of exhibitions and publications projects, including anticipating and resolving challenges, with the insight to act in the best interest of the Museum while stewarding artistic and curatorial vision.
 - Manage the logistics of the Museum's exhibitions and curatorial projects both within and outside CAMH's walls, including setting and enforcing deadlines and deliverables, drafting pertinent correspondence, and negotiating related contractual obligations. Update Deputy Director on progress during weekly meetings.
 - Work with Curators, Guest Curators, Executive Director, and Deputy Director to establish and monitor exhibitions and external project budgets, including creating annual project budget template, originating or collecting from other departments projected exhibition expenses, and creating annual exhibition project, external project, and general operating budgets for departments reporting to the Deputy Director.
 - Serve as primary fiscal liaison between the Museum's Exhibitions, Registration, Curatorial, and Finance Departments. Track expenses for multiple projects across Museum departments. Develop and oversee monthly spending reports. Process invoices and coordinate payments for the Curatorial department. Flag inaccuracies and ensure corrections. Work with appropriate CAMH staff to review expenses and identify areas for potential cost efficiency.
 - Oversee internal exhibition schedule, work with appropriate CAMH staff to determine exhibition opening and closing dates for best outcome Museum wide. Review and track internal and external event dates for potential conflicts. Communicate updates as necessary.
 - Establish and improve upon cross departmental communication as it relates to exhibitions and external projects. Create processes that streamline the sharing of information and lead to more effective collaboration.
 - In consultation with CAMH Registrar, track traveling exhibition budgets, maintain a record of invoices and payments of tour fees and tour expenses.
 - Maintains collegial relationships with external vendors and contractors including guest Curators, fabricators, printers, framers, contractors and others to ensure a mutually positive working relationship.
 - Assist with preparation of tour solicitation materials, maintain a spreadsheet for tour tracking and exhibition solicitation; draft tour solicitation letters as needed and assist with preparation of tour proposal packages.
 - Review materials submitted for approval by tour venues, circulating as necessary, and communicating with tour venues.
 - Create and maintain electronic files of exhibition-related documents, including exhibition tour sheets, project descriptions, budgets, floor plans, installation requirements, and tour information.
 - Assist with other Curatorial department and museums needs as requested, such as booking and coordinating travel for visiting artists and Curators, and perform other related duties as required.
 - Facilitate and oversee exhibition catalogue production, including setting production schedules and timelines with project Curator; coordinate with internal and external vendors including contributors, editors, and designers, among others; manage rights and reproductions for images
 - Other duties as needed
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Qualifications

- A minimum of three years related professional experience providing administrative and project management support;
- Knowledge of exhibition development and current museum practices;
- Strong interpersonal, written, and verbal communication and critical thinking skills;
- Ability to work as part of a team and adapt to a rapidly changing environment;
- Ability to handle multiple tasks and priorities;
- Excellent ability to interact within a diverse environment with a high degree of cultural competency and collegiality;
- Ability to give and receive feedback in a constructive and timely manner;
- English language proficiency in both spoken and written form;
- Vaccinated against Covid-19;
- Experience in or knowledge of an arts environment.

Salary and Benefits

The Exhibitions and Publications Manager will be eligible to participate in CAMH's health insurance benefit plans and have the opportunity to contribute to a pre-tax health and childcare savings plan. They are eligible for 24 Paid Time Off (PTO) days annually. These benefits commence on the first day of the 3rd full month after employment begins. They will have the opportunity to contribute to a 401(K) retirement plan. The starting salary range is \$52,000 per year and compensation will be commensurate with experience.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

Submission Process

Email cover letter and resume to hr@camh.org. References will only be requested for finalist candidates.

Applicant review will continue until the position is filled. Please indicate your last name and "Exhibitions and Publications Manager" in the subject line (e.g. Last Name | Exhibitions and Publications Manager") No phone calls, please--candidates whose qualifications are best aligned with the components of this job description will receive a response.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disabilities Act, it is the Museum's policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.
