



POSITION TITLE

Exhibitions Assistant

ORGANIZATION

The following job description identifies the core activities of the job. Job responsibilities may vary from time to time.

CLASSIFICATION

Full-time

Exempt

DIRECT REPORT

Exhibitions Manager

Qualifications

- Comfortable and experienced with lifting more than 40 lbs., climbing ladders, and general physical demands of construction-related activities.
- Flexible and able to coordinate with various individuals to meet deadlines.
- Excellent organizational and multi-task abilities, with a “get it done” personality.
- Able to coordinate proper administration for the Exhibitions Department with high attention to detail, procedure, and paperwork/documentation. Knowledge and understanding of basic accounting/financial procedures is helpful to this position.
- Excellent written and oral communication skills with attention to grammar and style, and a pleasant communication demeanor.
- Keen passion for contemporary arts.
- Excellent interpersonal skills and ability to work on a team.
- Experience with Museum registration and general administrative duties.
- Working knowledge of Apple OSX, Google Apps (Gmail, Drive, etc.), MS Office Suite (Word and Excel), and Adobe Creative Suite (Photoshop). Basic knowledge of Photoshop and InDesign are very useful.
- Bachelor’s degree preferred and/or relevant experience.

Responsibilities:

Exhibitions

- Maintain updated checklist in collaboration with Exhibitions Manager.
- Arrange and execute loan and commissioning agreements.
- Communicate facility limitations to partners, lenders and organizers.
- Arranging shipment of artwork with shipping companies (Fed Ex and art shippers) and ensure that related fees fall within set budget limitations. This includes research into Customs and international shipping procedures.
- Complete requests and paperwork to coordinate travel and accommodation arrangements for artists, curators, and special guests.
- Contract and work as/with registrar to complete incoming and outgoing Condition Reports, filing and following up on Damage Reports when necessary.

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- Work with Exhibitions Manager and contracted employees to produce and take down exhibitions, including but not limited to assistance with construction of walls, hanging of two-dimensional work, moving and placing fragile objects, light carpentry, setting up AV equipment, working with curator to adjust lighting.
- Obtain external/third party permissions and copyright for all exhibition content as needed.

Research and Administration

- Create and maintain both hard copy and electronic files related to all MOCAD exhibitions and considered exhibitions
- Archive exhibitions and museum photography.
- Handle all departmental administrative tasks as necessary

Gala Art Auction + Exhibition

- Work with the Executive Director to handle all aspects of auction management and logistics as Gala Exhibition Manager.
- Donor outreach and coordination.
- Plan and execute auction exhibition installation, de-installation, and design exhibition layout.
- Safely handle, pack, and organize incoming and outgoing transportation, reception, and release for auction donation items.
- Organize and maintain auction inventory storage.
- Develop and maintain donation databases.
- Submit and maintain entries on online auction according to website requirements.
- Coordinate with the auction hosting company staff members.
- Photograph and document auction items.
- Organize post-event reports, sales and inventory.

Print Production

- Research and develop content for invitations related to MOCAD exhibitions, obtaining information from programming and development department staff as needed.
- Develop a timeline and enforce deadlines for all produced materials.
- Research qualified freelance graphic designers and printing houses; obtain quotes for work and draft proposals as needed.
- Manage the production of copy for exhibitions, trafficking between personnel in appropriate departments for editorial oversight and ensuring that appropriate style standards are met.
- Liaise with freelance graphic designer, artist, curator, and internal staff on all printed materials, guaranteeing that budgets and timelines are met with efficiency.
- Obtain external permissions and copyright for all printed content as needed.

General Activities

- Write instructions for turning on and off exhibitions every season.
- Manage exhibitions interns schedule and duties.
- Work at all exhibition openings and other MOCAD all staff events as needed in assigned roles.

Qualified applicants should email a PDF resume and cover letter to hr@mocadetroit.org. No phone calls, please.

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