



Position Description
Curatorial + Exhibitions Coordinator

Organization

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope and beauty can coincide. MOCAD is an Equal Opportunity Employer.

Classification

Status: Full time, Exempt.

Compensation Range

\$40-45K

Schedule

Monday-Friday, Museum core work hours are 9:30am-5:30pm. This role may require some adjustment to cover activities on evenings and weekends as needed. Schedules are staggered at present due to pandemic safety guidelines.

Supervisor

Director of Exhibitions + Facility Operations

Position Description

The Curatorial + Exhibitions Coordinator (CEC) provides comprehensive administrative support to the Exhibitions and Curatorial Departments. Under the direction of the Director of Exhibitions + Facility Operations, the CEC takes the lead on maintaining organization and creation and maintenance of procedures for both departments. The CEC also plays a crucial role in organization-wide coordination by actively collaborating with other departments to provide insight into activities in the Exhibitions + Curatorial Departments. Finally, this role plays an important part in coordinating print communications and assisting with the annual art auction. This role requires a high level of attention to detail and organization, as well as an ability to problem solve and work collaboratively.

Responsibilities

Exhibitions + Curatorial

- Work with the Exhibitions Director and Susanne Feld Hilberry Senior Curator to take the lead in creating contracts for exhibiting artists and guest curators.
- Create and maintain a Google Drive archive for contracts and production-based materials for each exhibition. Regularly back up to the MOCAD server.

- Create and maintain exhibition checklists in collaboration with Director of Exhibitions + Facility Operations and Susanne Feld Hilberry Senior Curator.
- Work with members of the exhibitions and curatorial departments to maintain exhibitions calendar, and install/de-install schedules. Communicate relevant information about exhibitions scheduling to the greater staff, including troubleshooting potential scheduling conflicts.
- Coordinate the hire and scheduling of contracted install staff.
- Arrange and execute loan and commissioning agreements.
- Communicate facility limitations to partners, lenders, and organizers.
- Arrange shipment of artwork with shipping companies (FedEx and art shippers), ensuring that related fees fall within set budget limitations. This includes research into customs and international shipping procedures and coordination to meet those requirements as needed.
- Complete requests and paperwork to coordinate travel and accommodation arrangements for artists, curators, and special guests on behalf of exhibitions and curatorial departments.
- Act as registrar to complete incoming and outgoing condition reports, maintain filing, and follow up on damage reports when necessary.
- Obtain external/third party permissions and copyright for all exhibition content as needed.
- Create and maintain both hard copy and electronic files related to all MOCAD exhibitions and considered exhibitions
- Handle all departmental administrative tasks as necessary.
- Assist with tracking departmental budgets and maintaining administrative procedures, including documentation of department procedures. Complete relevant paperwork and submit it to the Business Operations Office in a timely manner.

Gala + Art Auction

- Work with the Development Department to handle all administrative aspects of annual art auction management and logistics.
- Organize and maintain auction inventory records.
- Coordinate with the auction hosting company staff members.

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.
- As needed, work with graphic design team to 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, artists, curators, 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 each exhibition for every season. Share said instructions with MOCAD staff and provide in-person training to visitor services staff on how to turn off and on exhibitions.
- Manage Exhibitions Department intern schedule and duties.
- Work at all exhibition openings and other MOCAD all staff events as needed in assigned roles.
- Perform weekly checks and necessary cleaning/upkeep of artworks in exhibitions while on display.
- Assist Director of Exhibitions + Facility Operations with coordination of repairs and other administrative tasks as needed.
- Maintain records relevant to the role (including digital and physical files) for archival and future planning purposes. Document processes and procedures.
- In collaboration with other Museum employees, maintain inventory of equipment related to the role.



- Track and maintain relevant budgets, and complete and submit necessary paperwork to the Business Operations Office in a timely fashion.

Qualifications

- BA or BFA and a minimum of five years of experience working in arts education, community-centered organizations, museums, or a related field is required.
- Extensive prior experience with project management, budgeting, and the creative development and production of visitor engagement opportunities.
- Able to coordinate administration for the Exhibitions and Curatorial Departments with high attention to detail, procedure, and paperwork/documentation. Knowledge and understanding of basic accounting/financial procedures is helpful to this position.
- Experience with Museum registration and general administrative duties.
- Flexible and able to coordinate with various individuals to meet deadlines.
- Outstanding interpersonal, oral, and written communication skills. Ability to give and receive effective feedback. Attention to grammar and style, and a pleasant communication demeanor.
- Demonstrated ability to collaborate and work productively with diverse constituencies.
- A keen passion for contemporary arts and culture.
- Scrupulous attention to detail, strong copy editing and proofreading skills are required.
- Ability to thrive in a multi-project environment
- Must have reliable transportation for running errands and attending off-site meetings, programs, and events on behalf of the Museum. Mileage reimbursed.
- Must be able to lift 35 lbs.
- 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.

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org. Unfortunately, we are unable to respond to inquiries about hiring or this position.