



Position Description
Exhibitions + Facilities Coordinator

About MOCAD

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 opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Exhibitions + Facilities Coordinator (EFC) is key to the Exhibitions + Facilities Department, whose team members work closely and collaboratively to plan and deliver a dynamic exhibitions program at all stages, from ideation to installation. Under the direction of the Exhibitions + Facility Manager, the EFC takes the lead in tracking, implementing and maintaining processes and procedures for Exhibitions + Facilities Department and is crucial in organization-wide coordination, including but not limited to, exhibition making at all levels, facilities maintenance, and day-to-day problem solving in and around the galleries. They will work collaboratively with the Exhibitions + Facilities Manager and Curatorial Department to ensure the delivery of world-class exhibitions. This role interfaces with a broad range of museum stakeholders including but not limited to artists, board members, funders, vendors and the public.

Classification

Status: Full-time, Exempt

Compensation Range

\$45-55k annually, based on experience

Schedule

Monday-Friday; some evening and weekend hours as needed. This is an in-office role with the opportunity for a recurring once-a-week, work-from-home day.

Museum of Contemporary Art Detroit

4454 Woodward Ave Detroit, MI, 48201

313.832.6622

www.mocadetroit.org



Key MOCAD Relationships

Reports to: Exhibitions + Facilities Manager

Direct Relationships: Facilities Associate and Associate Curators

Role Responsibilities:

Exhibitions

- Lead and support the administration of all Museum related exhibitions or presentations of artworks, including but not limited to, creating and distributing related contracts, coordination of production schedules, shipping, and related reports.
- Create and update necessary related documents to exhibition documents, policies, and procedures.
- Collaborate with necessary staff to create safety guidelines and training for MOCAD staff as it relates to exhibitions, programs, and facilities.
- Coordinate scheduling and manage exhibitions and facilities contractors, including payments.
- Act as registrar to complete incoming and outgoing condition reports, maintain an archive of digital and physical paperwork for each exhibition, and report incident and damages.
- Lead the tracking and maintaining of departmental budgets.
- Responsible for all necessary financial paperwork by following financial procedures.
- Responsible for coordinate maintenance and upkeep as it relates to all exhibitions and programming. This includes, but is not limited to, monitoring environmental conditions, incidents, and inspections of related exhibitions and facilities.
- Coordinate details related to Fundraisers, including but not limited to the planning and management, for events such as Monster Drawing Rally and annual Gala + Art Auction.
- Work at all exhibition openings and other MOCAD all-staff events as needed in assigned roles.
- Other duties as assigned.

Facilities

- Maintain the Facility Department calendar.
- Document any damage or maintenance needs across the MOCAD campus and coordinate the resolution of any maintenance or facilities issues in a timely manner.
- Responsible for creating and maintaining standards and procedures that ensure a safe environment for staff and visitors;
- Coordinate scheduling of contractors including onboarding and management.
- Solicit estimates with approved vendors and coordinate repairs with vendors.
- Annual facilities condition reporting of the main campus and Mike Kelley's *Mobile Homestead*.
- Other duties as assigned.

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Required Skills and Experience

- Bachelor's Degree in the arts, arts management or a related field.
- A minimum of three years working in a museum, gallery or arts non-profit organization in an exhibitions related role.
- Demonstrated art handling experience, with power tool usage and safety.
- Experience in creative problem solving and cultivating new resources in support of exhibitions and public projects
- Experience working in highly collaborative, mission driven environments, non-profit experience preferred.
- Experience in general administrative duties, including finances, contracts, and museum related policies.
- General knowledge of museum standards and practices.
- Excellent organizational and multitasking abilities, with a “get it done” personality
- Excellent interpersonal skills and ability to work on a team. Skilled at conflict resolution
- Previous experience with complex project coordination to meet deadlines.
- Working knowledge of Apple OSX, Google Workspace, File Maker Pro (or similar database program), Sketchup (or similar), MS Office Suite (Word and Excel), and Adobe Creative Suite.

Work Environment

- Indoor museum environment

Physical and Demands

Continuously requires:

- Communicating accurately with others
- Operating computers and other office-type equipment
- Detecting and discerning visual stimuli and color

Frequently requires:

- Remaining in a stationary or standing position for long periods of time
- Position oneself on or under objects
- Climbing ladders and physical demands of construction related activities
- Moving about inside the gallery space
- Moving objects up to 50 pounds

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.

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