

Exhibition Coordinator

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Reporting to Senior Curator, the Exhibition Coordinator works across a variety of departments, including Director, Curators, Registrar, Education, and the Exhibition Installation team, in the coordination of all permanent collection and temporary exhibitions and loans. This position will report to the Senior Curator. The Exhibition Coordinator will perform registration functions (as assigned) related to various aspects of borrowing objects including exhibition contracts, loan agreements, incoming and outgoing receipts, condition reports, and tour packets.

Essential Duties and Responsibilities

- Work with the Director, Curators, Registrar, and Exhibition Installation team to ensure that works of art are packed, shipped, received, prepared, and installed in a timely, safe, and efficient manner.
- Review and edit exhibition agendas on a weekly basis.
- Schedule domestic and international shipping arrangements and delivery of art objects.
- Update facilities reports, secure insurance coverage, inventories and documentation related to exhibitions.
- Prepare incoming and outgoing condition reports of temporary and permanent collection (including external loans) exhibitions.
- Assist with the installation of artworks for exhibition (as needed).
- Handles correspondence related to the intake of all incoming and outgoing loans, image rights, insurance, loan agreements, and deeds of gifts for exhibitions and permanent collection artworks.
- Make daily walk-throughs of galleries to observe works.
- Assist in making all travel arrangements for visiting artists and exhibition contractors.
- Under the supervision of the Director, Curator, and Registrar implement exhibition change-outs and ensure care, proper storage, and maintenance of permanent collection and temporary art loans and art crates/containers.
- Collaborate with the curatorial and registration team in the planning, preparation, design, installation, and de-installation of all museum exhibitions using a high level of organization, communication, and time management skills to ensure that all American Alliance of Museums, Association of Art Museum Directors, and museum industry and preventative conservation standards are met.
- Oversee documentation of movement of artwork, including receiving, packing/unpacking, shipping, storage, transporting artwork, and storage lists.
- Research rights and reproduction requirements for permanent collection artworks on exhibition.
- Coordinate with marketing team to make sure artworks on view and shared in promotional materials have approved image rights.

- Prepare non-exclusive license agreements for artists with work in MMoCA's permanent collection.
- Participate in general assistance to other museum department including mentorship of Teen Forum Members.
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, access, and inclusion.
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, for the Art Fair weekend in July. Help set-up all MMoCA related events.

Qualifications (Education, Experience, Skills, Certifications, Licenses)

- BA/MA or BFA/MFA in Art History, Museum Studies, Arts Administration or appropriate field, knowledge or strong interest in modern and contemporary art, and its place in community life.
- At least one year of art object handling and packing, exhibition, registration, collections cataloging and/or installation experience in an art museum, gallery, or studio setting is required.
- Knowledge of professional museum standards for art handling and collection care procedures is required.
- Computer experience including MS Office programs, Google Suite, and Museum management database systems (preferably Zetcom).
- Must be detail-oriented, trustworthy, and reliable with excellent organizational and communication skills (both oral and written). Must be able to multitask and work well under pressure and with frequent deadlines.
- Ability to establish and maintain positive working relationships with others, both internally and externally, and to work independently and in a team.
- Availability for occasional evenings and weekends for installations.
- Must have a valid WI driver's license.
- Passion for the Madison Museum of Contemporary Art's mission and commitment to organization's stated values.
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Perform work in an office environment.
- Requires ability to lift and carry objects/equipment weighing up to 70 pounds.
- Operate at heights, using ladders, hydraulic lift, and scaffolding.
- Bending, kneeling, standing, walking, and climbing.
- Ability to work in a shop environment, which includes exposure to dust/wood particles, paints, adhesives, loud noise, and low/high voltage electrical hazards.
- Frequently move around the facility and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.

- Travel occasionally for events, meetings, etc.

Salary | \$36,000

Full-time, exempt, benefits eligible

How to Apply

Submit resume, cover letter, and 3 references to hr@mmoca.org by January 31, 2024.