

**Exhibitions and Operations Manager
Job Description**

Title: Exhibitions and Operations Manager **Department:** Mid-Management
Exempt status: Y N **Position status:** FT PT Temporary
Supervises: Visitor Services and Gift Shop Volunteer Manager **Pay:** Hourly Salary
Reports to: Deputy Director

With its 50th anniversary on the near horizon, the Boulder Museum of Contemporary Art (BMoCA) is at an exciting time in its history. Over the past decade, the museum has reached new heights thanks to record-breaking attendance numbers, dramatic programmatic growth, and the critical support of its community. BMoCA is now bursting at the seams and in 2017, the museum will launch a capital campaign to support an expansion of its facilities. With an expanded facility, BMoCA will be able to realize its mission to be a catalyst for creative experiences through the exploration of significant art of our time.

The Exhibitions and Operations Manager will work collaboratively with department leadership and in-house and guest curator/s, the marketing department, the gift shop and volunteer manager, and the City of Boulder Facilities and Asset Management Manager. The position will serve as the office manager, ensuring that supplies are stocked and that equipment is running properly. This position will also provide project management for the installation and de-installation of the museum's exhibitions. The Exhibitions and Operations Manager will lead the visitor services staff to provide excellent customer service to guests of the museum and to ensure that the front desk is covered during museum operating hours and special events. This position is also responsible for overseeing the inventory of the museum gift shop and staff training.

I. Essential Duties and Responsibilities

- **Exhibitions**
 - Serve as project manager for the exhibition calendar of BMoCA.
 - Manage exhibition schedule, planning, installation, de-installation and execution of exhibition calendar.
 - Prepare the museum galleries.
 - Facilitate and tracks loan agreements.
 - Work collaborative with artists, collectors, and curators on developing an exhibition schedule and travel arrangements for artists and curators.
 - Coordinate with vendors on the production of works of art.
 - Gather cost estimates and create and keep track of budgets and timelines.
 - Coordinate special projects and exhibitions outside of the museum.
 - Create instructions for opening and closing galleries, including information for visitor services.
 - Coordinate framing of artworks.
 - Coordinate and arranges inbound and outbound shipping of artworks
 - Coordinate documentation of exhibitions.
 - Serve as registrar for exhibitions.
 - Assure values of artwork on loan do not exceed insurance coverage.
 - In coordination with the Marketing Manager and Curator, assures didactics, vinyl and gallery guides are completed on time.

- **Facilities**
 - Notify the City of building mechanical, plumbing, and electrical issues.
 - In coordination with the City of Boulder FAM, develop and maintain a comprehensive preventive maintenance program for all building equipment and structures, including, but not limited to: HVAC, plumbing, automatic control systems, etc.
 - Work with the City to determine efficient approach to correction of

- o any issues.
 - o Identify preferred vendors, where appropriate, to address facilities maintenance and repairs.
 - o Develop and maintains a work order system that efficiently communicates needed repairs and allows for prioritizations.
 - o Prepare annual operating and capital maintenance budgets in conjunction with the City of Boulder's FAM and BMOCA's Leadership
 - o Review department capabilities and constantly evaluates the need and effectiveness for outsourcing specific functions as needed.
 - o Ensure building access and access records are properly maintained.
 - Organize and tracks keys and key codes, following BMOCA policies.
 - Ensure the security system is maintained and that codes are properly maintained.
 - Communicate any changes in access to all necessary parties.
 - o Conduct scheduled facility inspections to ensure quality control and compliance with industry standards.
 - o Take a leadership role in museum wide training in fire, flood and life safety issues and energy conservation.
 - o Identify all aspects of event risk assessment and crisis management planning strategies. This includes, but is not limited to, security or firefighter needs.
 - o Ensure proper janitorial maintenance of facilities.
 - Coordinates cleaning services.
 - Maintains supply inventory.
- **Office Management**
 - o Coordinate IT services, ensuring proper equipment is in place and functioning.
 - o Maintain office supply inventory.
 - o Run report and set events as needed on Altru database; train staff on Altru database
- **Lead Visitor Services**
 - o Recommend, hires, and manages new employees for Visitor Services.
 - o Train Visitor Services staff members.
 - o Manage Visitor Services Supervisor to maintain a Visitor Services schedule that ensures appropriate coverage for all public hours, special events, and rental events.
 - o Supervise janitorial procedures.
- **Gift Shop**
 - o Manage gift shop inventory, sales functions, staff training, and other necessary functions in Altru.
 - o Ensure that all Visitor Services staff are properly trained to use the Altru system.
 - o Maintain gift shop inventory and other data within Altru.
 - o Ensure daily sales numbers are up-to-date and correctly reflects needed functionality for cash and sales management.

II. Education and/or Experience:

- Bachelor's degree or the equivalent in work experience.
- Three to five years of experience in the area of exhibition management and office management.

III. Qualifications:

- Considerable knowledge of exhibit design and construction, graphic design, color theory, mount-making, and design/fabrication materials.
- Working knowledge of lighting techniques and technologies.
- Some knowledge and experience in proper handling of artworks.
- Establish and maintain productive communication and work flow with colleagues to realize the museum's goals and operations plan
- Proficient in the use of Office Suite or equivalent.
- Ability to utilize web-based systems and services for ordering supplies, and

- other research as needed.
- General understanding of budgets and financial reports.
- Extensive knowledge of production and audiovisual terminology as it applies to new media and video, sound needs, LED lighting, and video.
- Considerable knowledge of labeling and mounting techniques.
- Some experience in basic carpentry and electrical work.
- Considerable knowledge of and the ability to handle small power tools and various electronic equipment.
- Ability to be organized and self-directed.
- Painting/finishing equipment.
- Audio-visual equipment such as VHS, DVD players, Mac computers.
- Ability to communicate in English, both verbally and in writing.
- Ability to routinely lift up to 50 pounds.
- Ability to routinely walk up and down stairs.
- Working knowledge in museum principles and practices, general administrative principles, practices, and methods.
- Hold a valid drivers license.
- Specific vision abilities included, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Detail oriented.
- Take initiative.

Hours & compensation

The Exhibitions and Operations Manager position is full time for 40 hours per week and will be required to attend occasional off-site and on-site events in the evenings. Occasional travel may be required. The salary range for this position is based on experience. This position includes health benefits and paid vacations.

To Apply

Send a cover letter and resume to jobs@bmoca.org. No phone calls please.

Application deadline: October 27th

Start date: as soon as possible

Boulder Museum of Contemporary Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.