



**Position Title: Exhibits Coordinator (EC)**

**Employer: Maude Kerns Art Center – Eugene, OR**

Founded in 1950, Maude Kerns Art Center (MKAC) is a nonprofit community center dedicated to the visual arts. Our mission is to promote and advocate for the creation and appreciation of the visual arts by offering a wide variety of education and exhibition programs for all ages, studio space for artists, and support for community artists.

The Exhibits Coordinator (EC) is responsible for coordinating, administering, and developing MKAC's exhibits program. The EC is part of a vital, interconnected community that offers exhibition opportunities for all ages, and must be able to work successfully with a diverse collective of staff, artists, students, Art Center members, volunteers, vendors, and other community partners. The EC reports to and works directly with the Executive Director.

**Required Skills & Experience:**

- Bachelor's degree or commensurate work experience
- Experience in exhibit design and installation
- Familiarity with best practices in handling, displaying and storing visual art
- Familiarity with Microsoft Office Suite
- Strong organization, administrative, and communication skills
- Must be able to lift 50lbs occasionally and 20lbs frequently
- Ability to work flexible hours

**Preferred Skills & Experience:**

- Bachelor's degree in Art, Art History, or Studio Art
- 1-year or more experience in exhibit design and installation
- Experience organizing and maintaining gallery and storage spaces
- Experience in gallery lighting design
- Experience working with museum collections
- Basic understanding of budgets
- A working knowledge of Microsoft PowerPoint and Adobe InDesign and Photoshop, or a willingness to learn



## **Duties & Responsibilities:**

### **Design and Installation of Exhibits**

- Prepare gallery spaces for shows, including wall prep and pedestal prep
- Coordinate artwork delivery and drop-off
- Unpack and pack artwork to be installed and supervise shipping of all artwork
- Inventory all artwork
- Design exhibit layout
- Install artwork in a variety of mediums for display
- Design exhibit lighting
- Create exhibit labels, wall copy, and vinyl lettering
- Supervise exhibit program volunteers

### **Exhibit Program Administration**

- Serve as principal contact for artists exhibiting at MKAC
- Curate and organize exhibits for the biennium from pool of juried artists
- Develop Calls to Artists
- Coordinate and facilitate all exhibit juries, including recruitment of jurors
- Develop and maintain contracts with artists, vendors, and partnering organizations
- Process artist and vendor payments
- Purchase materials, budget and track exhibit program expenses
- Work with the publicity coordinator to develop information for newsletter, press releases, and publicity pertaining to exhibits
- Create exhibit announcement cards, posters, and marquee signs
- Ensure the daily organization and cleaning of gallery spaces and work room; upkeep of materials and supplies
- Coordinate, manage, and install Art Center's rotating Member's Gallery and Gift Shop
- Assist with Art Center events, including opening receptions, special events, artist lectures, and meetings
- Prepare for and work at the Art Center's primary fundraiser, the Art and the Vineyard Festival in Eugene
- Available to work occasional weekend and evening events with compensation



**Hours:** 20 hours per week, with additional hours during monthly install period.

**Pay:** \$18 per hour

**Start Date:** June 1, 2022

**Application Process:**

To apply, please email all application materials to [staff@mkartcenter.org](mailto:staff@mkartcenter.org)

Review of applications starts immediately, but position will remain open until filled.

**Application Materials (Required):**

- Cover letter describing experience, skills, and how you are an ideal candidate
- Resume
- Three images of past exhibit design
- List of three professional references (include email and phone contact info)

**Equal Employment Opportunity**

Maude Kerns Art Center (MKAC) is an equal-opportunity employer. MKAC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity and expression, veteran status or any other basis prohibited by local, state, or federal law. We encourage people from all backgrounds to apply.