

Exhibition Manager
American Museum of Ceramic Art
Pomona, CA

Position Description
Reports to the Executive Director
40 hours per week

About the American Museum of Ceramic Art (AMOCA)

AMOCA's mission is to champion the art, history, creation, and technology of ceramics through exhibitions, collections, outreach, and studio programming.

Founded in 2001 and opened in September 2004, AMOCA is the largest museum in the United States devoted exclusively to ceramic art and historic innovations in ceramic technology. A nonprofit organization, AMOCA's volunteer board of directors is responsible for policy, direction, and appointing the executive director. Its permanent collection includes more than 7,000 works. The Museum has 50,000 square feet of space for exhibitions, storage, a museum store, offices, educational areas, and a ceramics studio. It is located in an area rich in ceramic history and home to internationally recognized clay artists from the Arts and Crafts Movement, the 1960s Clay Revolution, and the current ceramic community.

AMOCA is located in an urban downtown district where art is an important element of a continuing and successful community revitalization program. The City of Pomona has a rich ethnic mix and a large academic constituency with The Claremont Colleges, the University of La Verne, and California State Polytechnic University, Pomona, all within a five-mile radius. The Museum is located 35 miles east of downtown Los Angeles. www.amoca.org

Essential Tasks

The Exhibition Manager serves as an active member of AMOCA's senior management team. The Manager's primary responsibilities are listed below:

Responsibilities include but are not limited to:

- Manage exhibition correspondence: Exhibition Contracts, Condition reports, Exhibition checklists, Contractor Agreements, Loan Agreements, Applications for juried shows
- Facilitate artist communications
 - Schedule appointments for dropping off and picking up work
 - Contact collectors, for lending artwork
- Research and write original didactics and exhibition statements
- Coordinate and implement install and de-install of all exhibitions including packing and unpacking artwork, shipping, inventory artwork, condition reports, and cleaning of artwork as needed.
- Work with the Executive Director or Guest Curator on exhibition design
- Collaborate with the educational department to support the docent programs
 - Provide information and training for docents on current exhibitions for their tours
 - Provide a walk-through of all new exhibitions with the docents and share exhibitions concept, information on artwork, artists and techniques.

- Provide talking points for tours given to field trips for various age groups, community groups and visitors alike
- Recruit and supervise curatorial department interns
- Other projects as assigned
- Other administrative duties
 - Offer support as needed with admissions, tour registration, special events, etc.
 - Answer and direct phone calls
 - Open and/or close the museum
 - Set-up for AMOCA events and clean up after they end

Assessment and Impact

- Develop and implement evaluation tools to measure, interpret, and analyze the outcomes of AMOCA's exhibition programs relative to strategic goals.

Administration

- Draft and oversee annual budget, analyze and evaluate revenue producing activities, and implement strategies for multi-year budget activities.
- Participate in strategic planning as it relates to the exhibition program and implementation of its priorities in this area.

Advancement and Promotion

- Assist advancement department with grant writing, reporting to funders, identifying sustaining and new support, and cultivating donors for education programs.
- Collaborate with marketing staff to ensure that all education and public programs are appropriately and actively promoted to relevant contacts.
- Represent AMOCA to donors, community groups, organizations, and others to increase awareness of the museum as an educational resource.

General

- Stay abreast of trends in the field.
- Perform other duties as assigned.

Desired Characteristics

- Personal commitment to AMOCA's mission, vision and values.
- Proven ability to think strategically and creatively.
- Attention to detail.
- Strong writing, editing, and presentation skills.
- Intellectual curiosity, maturity and sound judgment.
- Ability to communicate in an articulate manner with diverse audiences.
- Strong interpersonal and listening skills.
- A "doer" with a willingness to work hands-on with limited resources to execute a variety of advancement programs and activities.
- Finely honed organizational skills.
- Proven ability to work independently and with a team, manage multiple concurrent projects, and meet deadlines.
- Sense of humor.

Qualifications

Degree in arts education, museum studies or other related area, with working knowledge of the visual arts and/or ceramics; three or more years professional experience in arts education

including curriculum and program design; prior budget management experience; excellent organizational and computer skills; ability to develop constructive and cooperative working relationships with others. Knowledge and understanding of modern and contemporary art/ceramics. Excellent communication and writing skills. Knowledgeable about current practices in museum/ community/ informal education. Highly developed public speaking skills. Fluency in Spanish preferred.

Working Conditions

The manager will work in general office and museum conditions with some participation in the ceramic studio. Responsibilities will require evening and weekend hours consistent with the museum's schedule of events and activities.

The position involves a significant amount of contact with museum staff, volunteers, donors and the public that may be of a sensitive or confidential nature. Discretion and sound judgment are essential. The manager must be able to relate well to individuals from a variety of backgrounds and positively represent the museum in these relationships.

Application

To apply, please email cover letter and resumé to bgerstein@amoca.org. Position open until filled.