

April 1, 2021

Exhibition Manager
American Museum of Ceramic Art
Pomona, CA

Position Description

Reports to the Executive Director
30-40 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 10,000 works. The Museum's 51,000 square foot facility supports exhibitions, collections, a museum store, offices, educational areas, and a ceramics studio.

AMOCA is located in a downtown district where art is an important element of a continuing and successful community revitalization program. The City of Pomona has a rich diversity and boasts a large academic constituency with The Claremont Colleges, the University of La Verne, Western University of Health Sciences, 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 responsibilities include but are not limited to:

- Manage all exhibition correspondence, including: exhibition contracts, condition reports, exhibition checklists, contractor agreements, loan agreements, applications for juried shows, artist communications, scheduling artwork drop off/pick up, contact with lenders.
- 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.
- In partnership with the Executive Director or Guest Curator, support exhibition design and production of exhibition catalogs.
- Collaborate with the education department to support the educational programs.
- Provide information and training for docents on current exhibitions for their tours.
- Supervise curatorial department interns.

- Other projects and administrative duties as assigned.
- Support, as needed, admissions, tour registration, special events, etc.
- Develop and implement evaluation tools to measure, interpret, and analyze the outcomes of AMOCA's exhibition programs relative to strategic and DEI goals.
- Assist advancement department with grant writing, reporting to funders, identifying sustaining and new support, for exhibition programs.
- Collaborate with marketing/communication staff to ensure that all exhibition 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 a resource.

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, art history, or other related area, with working knowledge of the visual arts and/or ceramics; 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. Fluency in Spanish preferred.

Working Conditions

The Exhibition Manager will work in general office and museum conditions. 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 work with individuals from a variety of backgrounds and positively represent the museum in these relationships.

Compensation

\$20 per hour + benefits. AMOCA is an equal opportunity employer and deeply values and is committed to diversity, equity and inclusion.

Application

Applicants are encouraged to submit a cover letter and resumé by April 30, 2021 to bgerstein@amoca.org. The position will remain open until filled.