

Position Title: **Exhibition Catalyst**
Hours: **40 hours per week, nights and weekends as needed**
Reports to: **Director of Community Engagement**
Last Revision: **7/11/2017**
Salary Range: **\$44,000-\$48,000 based on experience**
Deadline: **Rolling, open until filled. Ready to hire now.**

What's great about this job:

You will take the lead on developing exhibitions at the MAH that ignite our community and inspire the world. You'll develop powerful exhibitions, exhibit-related events and hands on activities for every exhibition. You will activate [our exhibitions strategy](#) and related events developed in creative collaboration with staff, artists, community organizations, and local residents.

What you'll be doing:

- **Serve as the content lead and primary liaison on the majority of temporary exhibitions (5/year):**
 - Identify potential artists, cultural institutions, and community partners to involve in development. This includes organizations and individuals from a non-arts background.
 - Manage, track, and evaluate relationships with artists and community partners in exhibition development.
 - Write or coordinate the writing of all exhibition texts, related media and web content, including Spanish versions.
 - Create a project management timeline for each exhibition and stay accountable to deadlines.
 - Select art, objects and artifacts for exhibitions.
 - Prototype interactive participatory elements in exhibitions.
 - Manage loan forms, shipping and condition reports for all art or artifacts in temporary exhibition.
 - Coordinate exhibition documentation.
 - When not the content lead on an exhibition, serve as a partner to guest curators and other staff in the development of exhibitions.
- **Develop and implement igniting ways for exhibitions to live and grow** throughout their run at the museum. Activate this with artists and community groups involved with or connected to the exhibition themes and content.
- **Develop and lead all exhibition-related programs and partnerships:**
Lead each 1st Friday art activity and one event per exhibition. Co-lead 1 Members Event per exhibition. Identify related events in our community to promote or host here.
- **Work collaboratively with MAH staff and community partners to:**
 - Develop exhibition themes and concept outlines.
 - Develop concepts for participatory activities to enhance multi-disciplinary intergenerational exhibition experiences in the gallery to be used by visitors of all ages.
- **Assist in exhibit installation.** Be in the gallery, helping install the exhibition with our Design Catalyst.
- **Serves as an ambassador to the art community**, supporting and cultivating relationships with diverse artists and collectors who can contribute to the vitality of the MAH.
- **Recruit, train and manage interns and volunteers** to support exhibitions and exhibit programming.
- **Evaluate** the effectiveness of exhibitions both for partners and visitors.
- **Support engagement with underrepresented communities.** Work with the MAH team to identify ways underrepresented communities can be represented and involved in your engagement programming.

- **Participate on the Engagement Team.** Support the goals and initiative of the department. Serve as a helpful partner to colleagues on the team and participate in all-staff events, including the GLOW festival.
- **Collaborate with other staff.** Maintain strong collaborative relationships and clear communication with all staff.

You're a great fit for this job if:

- **You have experience producing exhibitions** (Not necessarily in a museum.)
- **You are a natural storyteller and excellent writer**
You can adapt your writing to the MAH's existing voice guide and exhibition text guidelines. You can tell a compelling story through minimal text.
- **You are exceptionally organized**
You create efficient systems that enable you to work quickly, solve problems proactively, and produce exceptional quality work.
- **You are a collaborator**
We build exhibitions as a team at the MAH. You play well in a highly collaborative environment. You are ready to lead and to pitch in. You're excited to collaborate with both artists and community members from non-arts backgrounds.
- **You are a creative thinker**
You bring igniting ideas to the table without ego. You can imagine multiple ways to engage visitors in a creative experience with the exhibition both in the gallery space and through events.
- **You are a clear, confident, and thoughtful communicator.**
You're a naturally diplomatic, direct, and flexible.
- **You experiment with purpose**
You prototype, iterate, and measure your results. You're not afraid of taking calculated risks.

Bonus Points if you...

- Speak Spanish
- Have experience in education, programming, community organizing, or events.

Ready to Apply?

To be considered for an interview, please email stacey@santacruzmah.org with the subject line "Exhibition Catalyst Application", a single PDF that includes the following materials:

- Cover Letter
- Resume/CV
- Answer the following questions: (4 page max)
 1. Write any label for [this upcoming exhibition](#) with Tom Killion following these [MAH Exhibit Label Writing Guidelines](#).
 2. You're organizing an exhibition on *What it means to belong*. Make a list of potential collaborators (art and non-art-based) to involve in its development. Provide a list of 15 people or organizations in Santa Cruz County and 5 people or organizations outside our county that you would invite to partner on the exhibition.
 3. Describe 2 events you would pitch for the upcoming [Spoken/Unspoken](#) exhibition that activate our [Theory of Change](#).
 4. Provide a link or photograph to one exhibition you worked on or saw (not at the MAH) that excited you. Tell us why in 150 words or less.