

Position Title: **Exhibition Catalyst**
Hours: **40 hours per week, nights and weekends as needed**
Reports to: **Director of Community Engagement**
Last Revision: **7/25/2017**
Compensation: **\$44,000-\$48,000 based on experience, with benefits**
Deadline: **Rolling, open until filled. Ready to hire now.**

What's great about this job:

You will develop exhibitions at the MAH that ignite our community and inspire the world. You'll be part of the team to create exhibitions, taking the lead on exhibit research, writing, exhibit-related events and exhibit-related hands on activities. You will activate [our exhibitions strategy](#) in creative collaboration with staff, artists, community organizations, and local residents.

Your team:

MAH exhibitions are a team sport. In this job, you'll work closely with an on-staff exhibition designer, graphic designer, collections/archives catalyst, and teammates in public programming to co-develop concepts and execute exhibitions. You'll take the lead on most key aspects of temporary exhibitions, but you'll be doing so in a highly collaborative environment.

What you'll be doing:

- **Serve as the content lead and primary liaison on the majority of temporary exhibitions (5/year):**
 - Work with MAH teammates and community partners to develop exhibition themes, concept outlines, and participatory activities.
 - Identify, 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.
 - Manage exhibition timelines and ensure team members are staying on schedule.
 - 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.
 - 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 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 at the MAH.
- **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 and participate in up to four annual all-staff events.
- **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.
- Have connections to and/or familiarity with Santa Cruz County

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. Imagine 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.
 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.