

Reports to: Director of Collections and Exhibitions

Status: Full time, Exempt

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

To promote the documentation, preservation, presentation, and access to the artwork owned by the Museum and on loan from other institutions and private collectors through the development and management of in-house temporary exhibitions, outside travelling exhibitions, and permanent exhibitions.

Essential Functions and Responsibilities

Project Management & Administration

- Assist Museum leadership in creating and implementing Museum policies, procedures, and best practices encompassing exhibitions, artwork documentation and preservation, shipping, and security of artwork in transit.
- Schedule tasks for departmental projects in Asana and organize department documents and images in Microsoft SharePoint Teams.
- In collaboration with the Development Department, lead exhibitions-related programming including receptions, lectures, and gallery talks.
- Cultivate relationships with artists, lenders, and other key stakeholders.
- Assist with paperwork for loans, new accessions, and insurance coverage of artwork.
- Process exhibition-related invoices and payments and track project budgets as directed.
- In collaboration with the Marketing Department, research and write social media and blog posts about the permanent collection, exhibitions and featured artists as needed.
- Assist in training Curatorial Department interns and volunteers, as well as cross training other Museum staff, interns, and volunteers when necessary.
- Perform curatorial and other duties as assigned within the scope of responsibility and requirements of the position.

Exhibitions Management/Curatorial:

- Assist Director of Exhibitions & Collections in organizing permanent and temporary exhibitions of fine metalwork (~6 per year) and coordinate all practical arrangements for each exhibition, including loan negotiation, contract and loan agreement preparation, condition checking, packing, transport, insurance, couriers, installation, and photography. Assist Preparator with the care and handling of objects loaned for exhibitions including condition reporting, handling, and temporary storage. Typical exhibitions include:
 - The *Master Metalsmith* (1 annual) and *Tributaries* (2-3 per year) exhibition series,

- outside traveling group exhibitions (~1 each year), and
- in-house temporary group exhibitions (~1 each year).
- Liaise with contract specialists (such as artists, guest curators, couriers, writers, designers, editors, and translators) for exhibitions and publications.
- Assist with writing and proofing all exhibition print materials (catalogs, gallery guides, postcards, didactics, etc.).
- Create, update, and maintain all records pertaining to the Museum's exhibitions, including artist files, lender files, loaned object files, and shipping documents. Oversee digitization and reorganization of exhibition files for the institutional archive.
- Assist Director of Exhibitions & Collections and Collections Assistant with updates and maintenance of all permanent exhibitions, including the New Acquisitions and Visible Storage Galleries, *Beauty in the Boundary* exhibit, and the Sculpture Garden with assistance from Preparator and the Collections Assistant. This includes writing didactics.
- Research, develop, propose, design, and organize temporary and permanent exhibitions in collaboration with Director of Exhibitions & Collections and Collections Assistant.
- In collaboration with the Education Department, develop interactive displays and activities for exhibitions.
- Assist the Preparator with all shipping of artworks required for permanent and temporary exhibitions.
- Assist the Preparator with the unpacking, conditioning, and packing of all art objects related to permanent and temporary exhibitions.
- Assist with exhibition installation and deinstallation, including gallery and furniture cleaning, painting, lighting, and didactic installation.
- Assist Director of Exhibitions & Collections and Collections Assistant with research requests and special projects (i.e. Visible Storage, specific object collection processing, Library & Archives collections, etc.).

Qualifications & Qualities of the Ideal Candidate

- A BA with a major in contemporary art history, museum studies, or a related field is required. Master's degree preferred. Minimum 1-2 years of experience with collections & exhibitions work in a museum or gallery preferred. Will consider an equivalent combination of relevant education and experience.
- Genuine interest in museums, metalworking, and visual arts strongly desired.
- Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in both large and small groups.

Skills & Technical Competencies

- Proficient in Microsoft Office Suite, G Suite, Adobe Acrobat Pro. Previous collections database experience is a plus.
- Strong interpersonal skills and ability to work independently as well as part of a team.
- Ability to communicate clearly and concisely, both written and verbal.
- Detail oriented and strong organization skills.
- Able to take initiative and anticipate actions that are needed.
- Ability to multi-task and conceptualize steps involved in implementing projects.
- Ability to participate in exhibition installation, which can require moderate physical labor.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Position has occasions to lift and/or move objects of 20-30 lbs.

Hours, Compensation, and Benefits

The work week for this position is Monday through Friday, 9:30AM – 5:00PM, with rotating Sundays, 9:30AM – 5:00PM (approximately once per month). Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week before, during, and after Repair Days, which is held annually in the fall.

The salary range for this position is \$38,000- \$44,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

To Apply

Send a cover letter, resume, and two references to Quamesha Brown, Operations Manager, at quamesha@metalmuseum.org. Please reference “Collections & Exhibitions” in the subject line. A writing sample may be requested as part of the interview process.

Please, no phone calls.

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.