



The Fabric Workshop and Museum

Exhibitions Manager

The Fabric Workshop and Museum (FWM) is a contemporary art museum, with an internationally acclaimed Artists-in-Residence (AIR) program, located in Center City, Philadelphia. Founded in 1977, FWM encourages artists at all stages of their careers to experiment with new materials and new media in a veritable living laboratory. FWM is easily accessible via public transit and is steps from Reading Terminal Market and blocks from Chinatown and historic City Hall.

POSITION SUMMARY: FWM seeks an Exhibitions Manager who will be responsible for all stages of organizing, tracking, and evaluating FWM's in-house and traveling exhibitions program. They coordinate all the logistics related to the process of artistic collaboration, from the beginning of a residency to the close of the culminating exhibition, by engaging all relevant FWM departments and Artists-in-Residence. Additionally, they oversee all aspects of Visitor Services with an emphasis on ensuring a positive and illuminating visitor experience.

The position reports directly to the Chief Curator & Director of Curatorial Affairs.

SALARY + BENEFITS: This full-time (40 hours per week, M–F, 10 am–6 pm) position that has a hybrid work schedule. The salary range is \$50,000–55,000 annually, and benefits include medical, vision, and dental, access to retirement savings, vacation time and sick/personal days, paid holidays, access to an employee assistance program, FWM membership, FWM Museum Shop employee discount, American Alliance of Museums membership.

RESPONSIBILITIES

Exhibition Development

- Creates and maintains the residency and exhibition infrastructure in coordination with the Chief Curator & Director of Curatorial Affairs, Director of Studio Operations, Director of Administration, and other relevant departments.
 - Is proactive with regards to residency and exhibition schedules and leads regular meetings to promote information exchange among departments in order to trouble-shoot, problem-solve, keep projects on schedule and on budget, and address modifications or concerns with exhibition production.
 - Manages and tracks exhibition budgets by coordinating with FWM staff, AIRs, and installation contractors; compiling and collating purchase orders for artist projects, exhibitions, and related events; and informing all parties of budget status.
 - Maintains and updates exhibition-related files, with the goal of keeping comprehensive, reliable, timely information useful to all FWM staff; monitors

exhibition sections of FWM's website for time-sensitive and accurate information.

- Coordinates FWM's multi-year exhibition schedule, including major milestone/deadline schedule for each exhibition, and ensures timely completion.
- In close communication with the Studio staff, assists with installation logistics.
 - In conjunction with Director of Facilities and Museum Shop, ensures safety and accessibility of exhibitions, and manages compliance with Americans with Disabilities Act (ADA) requirements.
 - Manages installation contractors.
 - Coordinates exhibition lighting, in cooperation with Registrar and in consultation with Multimedia Specialist.
- Assists with the writing and editing of exhibition descriptions and checklists.
- In collaboration with the Director of Administration and Director of Exhibitions and Curator, drafts exhibition agreements and contracts for artists, thinking partners, and touring venues. Then, coordinates review by all stakeholders, revises and manages through execution.
- Participates in the development and circulation of AIR Welcome packages, exhibition maintenance plan, and exhibition de-brief synopses.
- In coordination with studio project coordinator, organizes all aspects of exhibition-related travel (transportation, housing, per diem, etc.), including AIRs, collaborators, and friends of FWM; also coordinates AIR and FWM staff travel to other locations, as related to FWM traveling exhibitions.
- When assigned by Director of Exhibitions and Curator or Executive Director, assumes Curator role on select FWM projects.
- Gains and draws on extensive knowledge of FWM's institutional history, including past projects, and adherence to organizational mission.
- Collaborates with applicable departments on the logistics of FWM special events related to exhibitions, including planning, setup, catering, and gallery coverage.
- Acts as coordination liaison between FWM and host venues for traveling exhibitions.
 - Proposes potential venues and develops dossiers for FWM exhibitions.
 - Assists with planning, budgeting, and developing agreements with venues.
- Responds to inquiries and drafts correspondence on various issues related to exhibitions.
- Supports the Chief Curator & Director of Curatorial Affairs in the design, preparation, research, creation, drafting, copy-editing, management, and organization of FWM publications, including contracts with authors, editors, and publishers.
- On an as-requested basis, contributes to the creation and preparation of grant narratives, reports, and project budgets; annual appeal and board appeal initiatives; and board and advisory meeting materials.
- Supports Registrar with packing, shipping, and delivery of artworks.

Visitor Experience

- Works closely with FWM colleagues to help identify and measure key performance indicators to drive visitor satisfaction.
 - Assesses and recommends enhancements and improvements aligned with FWM's mission and budget.

- Proactively leads the Visitor Services team, including overseeing personnel issues, staff operations, and training and development as further outlined below:
 - Interviews, hires, trains, and supervises Visitor Services staff and exhibitions interns to ensure an exceptional visitor experience, as well as adequate staffing and programming in each gallery.
 - Maintains a collaborative environment with Director of Exhibitions and Curator, Education department, and Studio staff so that Visitor Services staff can communicate the entirety of the artistic process.
 - Liaises with Director of Facilities and Museum Shop for oversight of all aspects of the full cycle of visitor experience at FWM, including customer service, visitor safety, and museum information.
 - Working with Visitor Services Assistants, inspects and monitors the galleries to ensure that the exhibitions are in good condition and that visitors are safe and properly served.
 - Ensures that all signage is up to date in collaboration with Senior Marketing and Communications Manager
 - Collects, analyzes, and provides ongoing documentation of visitor attendance, behavior, and trends, to develop institution-wide understanding.
- Performs other related duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES

- Directly supervises 7 employees: Visitor Services Assistants.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

COMPETENCIES

- **Problem Solving**—Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Project Management**—Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- **Communication**—Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; ability to read and interpret written information.
- **Managing People**—Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies feedback (internal and external); fosters quality focus in others; improves processes and services; continually works to improve supervisory skills.
- **Motivation**—Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

- **Planning/Organizing**—Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

QUALIFICATIONS

- Bachelor’s degree from an accredited college or university in art, art history, museum administration, curatorial studies, museum studies, or a related field.
- Minimum of 3-5 years’ demonstrated history in relevant field.
- Ability to lead and coordinates teams while working on multiple projects and managing budgets.
- Strong administrative skills; ability to lead, organize, delegate, and ensure effective communication within teams; ability to foster collaboration within internal and external teams.
- Installation experience and ability to work with basic construction tools when necessary.
- Knowledge in all aspects of construction, fabrication, demolition, budgeting, and management.
- Strong knowledge of Microsoft Office, especially Excel as well as Adobe Suite, especially InDesign.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to stand
- Frequently required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 50 pounds/ more than 50 pounds
- Occasionally exposed to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Occasionally loud noise

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Interested candidates should address a letter of interest, resume and contact information for 3 references to hiring manager DJ Hellerman, Chief Curator & Director of Curatorial Affairs, at opportunities@fabricworkshopandmuseum.org. Kindly include "Application: Exhibitions

Manager" in the subject line of your email. Application review will begin on Friday April 14, 2023 and continue until the position is filled.

After applications are reviewed, selected applicants will be contacted for interviews. If you need assistance, contact Alissa Roach, Executive Assistant at 215-561-8888 x227 number or opportunities@fabricworkshopandmuseum.org.

FWM's COMMITMENT

The Fabric Workshop and Museum is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. FWM's culture embraces diversity within the workplace, and outside, and welcomes all candidates to apply, without fear of discrimination. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Offers of employment are contingent upon the return of a satisfactory background check.