



MINNESOTA  
MUSEUM of  
AMERICAN ART

## Position Announcement – Exhibition Services Manager

The M (the Minnesota Museum of American Art) is a St. Paul-based museum with a small, dedicated staff and a big mission: *to explore American identities and experiences through art and creativity*. A primarily visual arts museum, the M's exhibitions and programs are co-curated with M staff in collaboration with diverse partners, focusing on lived experiences and creativity of the many artists, cultures, and communities that have been historically, and continue to be, underrepresented by American museums. This model has developed organically and has fostered strong multi-year partnerships that benefit both the museum and its partners, as well as the people they serve. Goals that have united civic, philanthropic, and artistic leaders and the community in support of the M include:

1. Preserving and engaging the public with the M's unique collection, which includes more than 5,000 artworks showcasing the diverse voices of American artists past and present with a focus on Minnesota artists;
2. Creating a new collaborative programming model suited to our times; and
3. Revitalizing downtown St. Paul by connecting the Rice Park/RiverCentre area to the Lowertown/Mears Park area

Over the past decade, the M and our partners have been on a journey that has:

1. Revived a largely dormant 127-year-old organization and adopted its mission to the contemporary needs of our communities;
2. Raised more than \$30 million in private and public investment;
3. Completed Phase 1 construction on our new home in the historic Pioneer Endicott building; and
4. Offered a series of innovative programs that showcase the M's essential value as a major cultural anchor for St. Paul and the region.

**The M will begin a second and final phase of construction 2023, which will support a 2024 grand opening.**

For more background on the organization, please see our [website](#) and [Community Report](#).

### Position Summary

This position works collaboratively with the exhibitions team, as well as artists and community partners, to coordinate the needs and requirements related to the planning, mounting, and turnover of exhibitions and installations. The position may also be called upon to assist the registrar with collection-related needs like hanging artworks in storage, and safely packing and transporting artworks for loan or exhibition, as well as the programs team in setting up for programs and events. As part of a small team, the Exhibition Services Manager plays a key role in supporting the realization of the M's mission-based commitments and goals.

### Primary duties include:

- Coordinates the planning and implementation of exhibitions and installations, including exhibition design, fabrication, and handling and installation of art, in coordination with curators, registrar, and exhibition team members.
- Identifies installation requirements, anticipating installation-related issues and finding solutions as they arise.
- Supervises temporary crew working with exhibition turnovers.
- Handles lighting design and installation, AV requirements, and additional technical support and production as needed.
- Proactively and clearly communicate with project stakeholders and works collaboratively and responsively with artists to realize their visions for projects and installations.
- Collaborates with team members to keep projects on schedule and within budget.
- Assists with collections storage projects as needed, including moving and hanging artwork, building crates and packing collections, and transporting collections locally as needed, or assisting with coordination for transport by hired shippers.
- Assists with setup and staffing for programs and events as needed.

The ideal candidate will have 5 years or more of progressively responsible experience relevant to exhibit installation and artwork handling in an art museum or cultural organization.

**The successful candidate will be:**

- **A generous guardian.** An organized, energetic, persistent, detail-oriented person with a high degree of personal responsibility, committed to preserving the safety and promoting the accessibility of artworks, and to realizing mission-based exhibition and program goals.
- **An arts advocate.** A person who values art objects as repositories of stories that help facilitate connection across differences and communities, and as sources of learning and inspiration.
- **An Inclusion, Diversity, Equity, and Access (IDEA) practitioner and advocate.** A person with a deep commitment to inclusion, diversity, equity, and access who incorporates IDEA principles into working effectively with diverse teams and community members.
- **A collaborator and team builder.** A person who is comfortable operating in a co-creation and collaborative role with internal and external partners and who can engage such partners with clear communications, an ability to set and manage shared expectations, and a commitment to finding mutually advantageous ways to work together.

**The M's Commitment to a Diverse Workforce**

The M's goal is to employ a diverse staff representative of Minnesota's communities and residents. The M acknowledges race, gender, and accessibility gaps in education and employment opportunities present in the Twin Cities.

**Compensation and Benefits**

We are looking for the right candidate and are open to a full-time exempt or .75 exempt. For full time, compensation will range from \$55,000 - \$60,000 per year. For .75, compensation will range from 41,250 - 45,000. The M has generous employee's health care plan, 403(b) contributions, and leave policies, as well as a culture of work flexibility. This position reports to the registrar.

**Requirements**

Whether full time or .75, occasional evening and weekend work is required, particularly during exhibition installs and programs or events. The nature of work for this position is at least 80% of time on site/in office. Some travel may be required.

Exhibition services manager will be required to be able to exert 50 pounds of force occasionally, 25 pounds often and a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Climbing ladders and a comfort with heights is necessary. Walking and standing are needed, occasionally for long periods. A valid driver's license is also needed for this position, with occasional long trips required.

**To Apply**

Please send a letter detailing your interest in this position and how you believe you a strong fit for the role. A resume or a link to your LinkedIn profile can be included. Send to [info@mmaa.org](mailto:info@mmaa.org), with the subject line "Exhibition Services Manager," by February 6, 2023.

We know there are exceptional candidates who may have a different background or skills than we have described here. If that's you, don't hesitate to apply and tell us about yourself.

All applicants will receive an email reply within ten business days with information on the status of their application.

*Position open until filled. Start date flexible; ideally candidate will begin employment no later than March 13, 2022.*

The Minnesota Museum of American Art is an Affirmative Action, Equal Opportunity Employer.