

SITE SANTA FE

TITLE:	Exhibitions Coordinator
STATUS:	Non-exempt, full time with benefits (40 hours per week)
REPORTS:	Curator and Exhibitions Manager
DATE:	May 2022

SITE Santa Fe (“SITE”) is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Summary

A vital member of SITE Santa Fe, the Exhibitions Coordinator supports the Exhibition Manager with logistics associated with exhibition programming at SITE Santa Fe including the loan, transport, care and installation of all artworks presented in SITE’s exhibitions. The Exhibitions Coordinator also supports the Curator with exhibition research, organization, administration, and planning of exhibitions, and acts as an additional liaison for visiting artists and curators. This person collaborates with other departments including External Affairs, Facilities, Visitor Services and Education. The Exhibitions Coordinator reports to the Exhibitions Manager and the Curator, and works closely with the preparator crew.

Key Responsibilities

- Support the Exhibition Manager in coordinating and tracking all exhibition loan forms and artist contracts.
- Support the Exhibition Manager in coordinating all aspects of incoming and outgoing shipping, including negotiating terms and logistical arrangements, and tracking artworks en-route as necessary, and monitors shipments to ensure they remain on schedule.
- Coordinates incoming and outgoing receipts for artwork. Helps supervise the unpacking and packing of all exhibition works. Maintains complete and accurate documentation of condition reports for all works of art entering and leaving the museum, as well as during the course of the exhibition.
- Helps communicate, guide, and consult with the Exhibitions Staff on the condition of artworks during installation.

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- Routinely monitors and maintains the condition, presentation, and appearance of the exhibitions, and performs general exhibition maintenance.
- Incorporates DEAI values, practices and initiatives into displays, documents, protocols and procedures related to exhibitions, visiting artists, curators and performers.
- Maintains inventory of the artworks in our vault and records pertinent to artwork sales.
- Works closely with the Exhibition Manager and Preparator Crew to ensure the safe handling, storage and installation of artwork in SITE Santa Fe's care.
- In conjunction with the Exhibition Manager, responsible for keeping SITE's AAM Facility Report current.
- Coordinates an active Integrated Pest Management System with the Facility Manager.
- Regularly tracks and documents RH (relative humidity) and temperature readings in climate-controlled galleries ensuring acceptable climate conditions for artworks.
- Supports the Exhibition Manager in other administrative tasks and responsibilities as needed.
- Supports the Curator in conducting research on current and future exhibitions.
- Coordinates artist and visiting curator travel and accommodations, preparing paperwork for payments including artist honoraria and per diem.
- Coordinates travel logistics for Curator, visiting artists/curators, including developing itineraries, transportation, and entertainment.
- Keeps track of past and present exhibiting artists and curators, and reviews and organizes exhibitions inquiries.
- Supports the Curator and exhibitions team with preparation of exhibition related signage, and object labels including fact-checking information.
- Assists with the tracking and development of exhibition checklists.
- Assists as needed with research and drafting of exhibition descriptions, and didactic materials such as wall text, labels and social media content.
- Maintains exhibitions binders and organization of digital exhibitions archive
- Assists with coordinating and scheduling photography documentation of exhibitions for promotional materials.
- Support the Curator with the digital layout of future exhibitions.
- Assists with securing ISBN numbers for publications and registering each new publication with the Library of Congress, etc.
- Assists the SITE Santa Fe staff as needed with special events and institution-wide initiatives.
- Assists with cross-departmental initiatives such as SITE Scholars and Young Curator exhibitions.
- Supports the Curator in other administrative tasks and responsibilities as needed.

Qualifications

1. At least 2 years of administrative experiences or supporting roles.
2. At least 2 years of experience with exhibitions logistics, including experience with loans, shipping, and best practices.
3. Excellent organizational and analytical skills, and a strong attention to detail.
4. Excellent interpersonal skills, and the ability to communicate well.
5. Ability to conduct effective research as it relates to artists and exhibitions.
6. Knowledge of best practices registration and art care.
7. Experience working with conservators, lighting technicians and other specialists.
8. Ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with rapidly shifting priorities.
9. Must be a self-starter and creative problem solver.
10. Ability to work collaboratively with staff and maintain a high degree of

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professionalism in a dynamic and creative setting.

11. Embrace SITE's commitment to diversity, equity, inclusion and accessibility.
12. A high degree of computer literacy and competency in the MS Office suite and Adobe Acrobat, and knowledge of specific exhibition software preferred.

Application instructions: Applicants should submit a resume and a cover letter to job@sitesantafe.org, with the subject line "Exhibitions Coordinator".