



**Toledo Museum of Art**  
Job Description

**Job Title:** Exhibitions Coordinator  
**Department:** Collections  
**Reports To:** Exhibitions Manager  
**FLSA Status:** Non-Exempt  
**Revision Date:** November 21, 2017

**SUMMARY**

Assists the Exhibitions Manager with the project management of all exhibitions including formulating project timelines, monitoring project deadlines and scheduling project meetings. Assists the Exhibition Designer with such tasks as translating design drawings into 3-D renderings, maintaining database of casework and paint colors, and ordering supplies. Tracks inventory of exhibition furniture. May have the opportunity to manage assigned exhibitions based on level of experience. Works closely with the Preparators, processing the work orders in this area and maintaining the work calendar with the supervision of the Exhibitions Manager. Supervises the Preparators in the absence of the Exhibitions Manager.

**KEY ACCOUNTABILITIES**

- Collaborates with Exhibitions Manager using assigned Project Management software; creates master project timelines to aid in the tracking of internal and external deadlines; monitors progress of work on various aspects of exhibitions.
- Assists Exhibitions Manager with exhibition project management, including scheduling project team meetings, soliciting agenda items, crafting agendas and circulating handouts, monitoring budgets and archiving project team meeting notes.
- Maintains and updates TMA on-line exhibitions schedule.
- Provides complete project management of assigned smaller-scale exhibitions.
- Makes travel arrangements as needed for exhibition purposes including airfare, hotel, transportation, per-diem, etc.
- Maintains exhibition archives including review and culling of paper files and coordination of digital archive.
- Assists Exhibitions Manager with Preparator work orders and managing the Preparator calendar. Acts as Preparator supervisor when Exhibitions Manager is not present
- Creates and maintains exhibition records in TMA's collection management system (TMS).
- Assists Exhibition Designer with creation of gallery layouts and ordering of equipment and supplies.
- Maintains database of casework and paint colors.
- Assists with the creation of installation schedules for both temporary exhibitions and gallery installations.
- Assists Exhibition Designer with project management, tracking project details and coordination of communications with the Preparators.
- Performs other duties as assigned or required.



#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in humanities or cultural studies discipline, such as anthropology, African-American studies, Asian studies, history, or art history.
- 1-2 years project management experience.
- Museum or similar experience a plus.
- Strong proficiency in using Microsoft Word, Power Point and Excel.

#### **SPECIALIZED KNOWLEDGE, COMPETENCIES, AND ABILITIES**

- Self-motivated and able to manage his/her own time to ensure a variety of tasks are completed in order of importance and in a timely manner.
- Good interpersonal skills and the ability to communicate clearly and effectively, both verbally and through written communication.
- Meticulous attention to detail and highly developed organizational skills
- Ability to problem-solve and work in a fast-paced environment
- Must be adaptable to changing duties and additional added components for completing tasks as they may arise with short notice
- Experience with Sketch Up, Vectorworks, InDesign or other design software is desirable
- Experience with Collections Databases, preferably The Museum System (TMS) is a plus

#### **RELATIONSHIPS**

- Reports to the Exhibitions Manager, builds strategic working relationships and works closely with the, Exhibition Designer, Registrar, Curatorial Department, Conservation, Graphic Design, and Preparators.
- Provides overall support to Exhibitions Manager and Exhibition Designer and receives direct supervision from the Exhibitions Manager

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

Standard open office work environment shared with co-workers, with related phone, computer and printer noise. Position requires ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, printer and phone system. May occasionally lift up to 25 pounds; Support given to various departments across campus may result in occasional exposure to uncomfortable weather conditions.

*The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.*