

# ARTS COUNCIL OF FORT WORTH

**Job Title:** Program & Exhibition Manager  
**FLSA Status:** Exempt  
**Reports To:** Director of the Fort Worth Community Art Center  
**Date:** August 2021  
**Work Schedule:** Tuesday – Saturday schedule; overtime required for public programs and installation periods.

## **Summary**

The Program and Exhibition Manager reports to the Director of the Fort Worth Community Art Center and plays a key role in the implementation of our exhibition program, with a focus on programming and education to the public, art installation, gallery-staff supervision, and facility/AV coordination for programs and events. The position requires excellent organizational, time management and communication skills and the ability to articulate clearly to a variety of people, both verbally and in writing. Must be a handy self-starter with a strong work ethic, ability to lift 40 lbs., experience installing and packaging artwork.

## **About the Fort Worth Community Art Center**

The Fort Worth Community Arts Center is a program of the Arts Council of Fort Worth. The Arts Center is a multi-disciplinary 501(c)3 nonprofit organization dedicated to presenting the arts, arts education, and programs that reflect Fort Worth's creativity and diversity.

In 2002, The City of Fort Worth awarded the Arts Council of Fort Worth the management of the Fort Worth Community Arts Center, a major cultural venue in Fort Worth's Cultural District. Our facility houses nine galleries for exhibition, two theaters, five classroom/rehearsal spaces, eight resident arts organizations and five studio artists.

Our gallery presents several exhibitions each season, thematic, juried exhibitions and solo shows. We are updating our programming to provide access to contemporary art to a broad public through exhibitions, classes, and public programs. We provide platforms for visual artists through exhibitions and an online visual artist registry through the Texas Artists Coalition, an artist membership program. We provide a series of artist opportunity initiatives including a temporary sculpture program and a visual artist residency. We work with the Arts Center Performing Arts programs in administering varied cross-disciplinary programs

## **Essential Duties and Responsibilities**

- Oversees installation of all exhibitions and art at the Arts Center. Works with staff, guest curators, and exhibiting artists to plan and execute the installation of exhibitions including artworks, AV components, pedestals, wall graphics, and lighting.
- Work with the Administrative Assistant to contract with artists, collect payments for exhibitions, and process payments.
- Hires and supervises freelance art handlers, painters, and other crew members. Train gallery staff in protocol and security issues related to each show.

- Arranges the pickup and delivery of all artworks.
- Maintains safety of artwork; oversees basic condition reports for incoming artworks.
- Oversees proper upkeep of the galleries as well as other spaces when used for exhibitions in coordination with Arts Center facility staff. Assures proper functioning of exhibition-related electronic devices and AV equipment.
- Manages the Texas Artists Coalition a membership program for visual artists. Works with Administrative Assistant and Public Engagement Manager to ensure mailing annual renewal letters for membership, maintaining website, and newsletters.
- Coordinates outdoor sculpture program including preparation of space and installation.
- Creates programming and classes for the public with incoming artists and exhibits.
- Work with Public Engagement Manager to create online promotional materials for social media, newsletters, and website; maintain contact with critics, magazines, newspapers and on-line publications and maintain digital and print archive of exhibition press and images.
- Maintain appearance of gallery walls, lighting, and artwork.
- Assist artists with artwork installation and de-installation.
- Assists with planning and oversight of exhibition budgets. Processes payments to exhibition-related crew and vendors.
- Orders supplies and materials required for each exhibition; maintains inventory of electronic equipment, and tools.
- Plan and implement outreach campaign to increase membership.
- Work with Director of Advancement to solicit donations for programs.
- Liaise with the Arts Center's Exhibition Advisory Panel to curate incoming exhibitions and the Fort Worth Art Dealers Association as a representative of the Arts Center.
- Additional responsibilities as required.

### **Qualifications:**

Minimum of five years of progressive experience in managing exhibitions, art handling, and basic registration is required. An MA in Art, Art History, Arts Management, Museum Studies, or Design with strong knowledge and interest in a wide range of art is preferred. Familiarity with Excel, Word, MS Office, and Adobe Creative Suite is also preferred.

The successful applicant will have excellent interpersonal, budgeting, and resource management skills. In addition, they will have strong team management skills and the ability to work gracefully and calmly under pressure. The candidate will relish working productively with diverse constituencies, including emerging and established artists, curators, students, and contractors. This person will be neat, detail-oriented, and well-organized. They will be creative and able to undertake multiple tasks simultaneously, solve problems, and prioritize along the way. Excellent interpersonal and organizational skills are a must. Successful applicants should be flexible, resourceful, and have the ability to work with limited budgets and within deadlines with a willingness to pitch in on varied tasks as needed.

To apply, please email a cover letter and resume to [\*\*hr@artscouncilfw.org\*\*](mailto:hr@artscouncilfw.org)

### **Arts for All**

*Creativity transcends all barriers. We commit to challenging systemic and historic barriers by building a platform where all have an opportunity to express and see themselves in the arts.*