**Position: Exhibitions Director**

24 hours per week

3 weekdays onsite and some weekend events necessary

Position effectively immediately upon hire

**Our Mission**

Established in 1919, the Woodstock Artists Association & Museum (WAAM) is a regional arts organization dedicated to collecting, exhibiting, and supporting artists living and working in the Mid-Hudson region. The WAAM’s primary mission is to promote and foster the visual arts, art education, and artists through dynamic exhibitions and programs thus enriching and engaging the community. The WAAM is vital to the culture, history, and economy of the Mid-Hudson Region and beyond; and its Contemporary Galleries, Permanent Collection, Archives, and Education Programs provide continuity, linking the past, present and future.

**Job Description**

WAAM seeks an experienced Exhibitions Director to coordinate all aspects of its contemporary exhibitions program. The successful candidate will be familiar with art scene of the Mid-Hudson/Catskill region and have knowledge of contemporary art practices including exhibition design, layout and installation.

The Exhibitions Director will join the WAAM's dedicated professional staff of a full-time Executive Director and four part-time employees. The Exhibitions Director reports to the Executive Director and works closely with the Marketing Director, Gallery Manager, Education Director and Collections Manager & Archivist. This individual is also the liaison to the Exhibition

Committee. The Exhibitions Director also supervises volunteers performing related functions.

Key responsibilities

Coordinates an annual exhibition schedule for three galleries – the Main Gallery, the Solo Gallery, and the Founders Gallery - in consultation with the Exhibition Committee, and serves as the primary contact for communications with all exhibiting artists and jurors. Performs the following functions:

* Produces annual exhibition calendar and art submission calendar
* Assists the Executive Director and Exhibition Committee to secure a schedule of select jurors
* Coordinates online Submittable forms and communicates with all submitting artists and jurors providing guidance and assistance when necessary
* Communicates details and procedures with all exhibiting artists and manages all related exhibition administrative and logistical tasks including intake and drop-off of artwork
* In conjunction with the Exhibition Committee and installation sub-committee, oversees and coordinates installations in three galleries
* In coordination with Marketing Director contributes website, eblast and social media content for exhibitions in three galleries and related arts programming events
* Creates all written content in conjunction with exhibitions (wall labels, gallery signage, juror's statements, and gallery guide content)
* Attends and works opening receptions and related programmatic events

Minimum Qualifications:

* Previous experience in a museum or gallery setting working closely with artists and curators
* Ability to layout and install artwork
* Competence with Microsoft Office Suite, Google Drive, Submittable, Adobe Photoshop,
* Excellent Communication Skills
* Ability to interact well with the public

The hours are 24 hours per week, Tuesday-Thursday (or flexible).

Please send a resume and cover letter to [info@woodstockart.org](mailto:info@woodstockart.org) with Subject: Exhibitions Director.

*WAAM is an equal opportunity employer.*