

Exhibitions and Communications Manager



Pitzer College Art Galleries seeks an experienced professional for the position of Exhibition and Communications Manager. Clear, concise and articulate writing skills, as well as a knowledge of and passion for contemporary art are critical skills for this position. The ideal candidate has exceptional tact, the ability to “think on their feet”, and has a friendly, confident and engaging personality. This position requires an individual who is dependable, self-motivated, and able to collaborate effectively and cordially with individuals from various constituent groups and diverse backgrounds.

The Pitzer College Art Galleries' mandate is Education and Advocacy through the Pitzer College core values—*social responsibility, intercultural understanding, interdisciplinary learning, student engagement, and environmental sustainability*. By following these precepts, Pitzer College Art Galleries engage and interrogate contemporary and historical issues of importance to expand our audiences' understanding and contribution to our artistic, intellectual, and social culture. Through curatorial creativity and innovative programming, the Galleries seek to provide context, support, and a critical framework for artists and curators working today and, by doing so, inspire meaningful dialogue that fascinates, excites, and invigorates.

You can learn more about the Pitzer College Art Galleries by visiting us online at <https://www.pitzer.edu/galleries/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

Note: this is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.

ESSENTIAL FUNCTIONS

The Exhibitions and Communications Manager manages the day-to-day operations and administrative activities for the Nichols, Lenzner, and Kallick galleries. Duties include management and coordination of shipping of artworks; preparation and coordination of loans; developing and updating exhibition related budgets, scheduling and assisting with installation; coordination of travel logistics for artists and guest curator' (flights, accommodation, per diems, honoraria, etc.); coordination of exhibition receptions; and contributing to the development and organization of Gallery-related educational events. Organizing and executing all aspects of media relations for the Pitzer College Art Galleries—cultivating and engaging press contacts, developing press releases, and overseeing, contributing, and monitoring Pitzer College Art Galleries' social media presence.

REQUIREMENTS

Education: A bachelor's degree is required, preferably in Art History, Studio Art, Curatorial or Museum Studies, or other relevant field; a master's degree preferred.

Experience: Must have two to three years of experience working in a gallery or museum or other relevant experience in the field with a bachelor's degree. Must have at least one year of experience with a master's degree.

COMPENSATION

Rate of Pay: The hourly will be dependent on qualifications. The pay range will be available to interviewed applicants by request.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY

Deadline: Tuesday, **June 10, 2019 by 1:00 pm PST**.

Please click [here](#) to be directed to an online Box folder where you can download our **Staff Employment Application** (required), **Applicant Information Form** (optional) and the full **Position Description**. In addition, please prepare the following in order to complete your application:

1. Cover Letter: Please describe how your qualifications meet the requirements for this position and why you are interested in this position at Pitzer College.
2. Resume: Provide relevant experience.
3. (Optional): Letters of Recommendation: You may provide up to three letters of recommendation from individuals who can speak to your qualifications.

Note: Top applicants will be asked to provide a list three professional references that can speak to the quality and substance of their work experience.

SUBMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.