

Operations & Exhibitions Manager

Full Time, exempt, starting salary \$40,000

Reports to Executive Director, Lawndale Art & Performance Center

Lawndale seeks an Operations & Exhibitions Manager to join a team dedicated to the mission of engaging Houston communities with exhibitions and programs that explore the aesthetic, critical, and social issues of our time. Lawndale is an organization that takes pride in being founded by a group of Houston area artists and seeks a candidate who is passionate about an artist-centered practice.

Currently, the Lawndale team includes two full time positions: the Executive Director and Assistant Director, a part-time Controller, and support from one to two Interns. The Operations & Exhibitions Manager is a full-time position that would join the small team in a hands-on and collaborative work environment.

The Operations & Exhibitions Manager oversees many aspects of internal operations, manages artist communications and exhibition coordination, including the annual *Big Show*, and provides event and program support in a small, nimble and fast-paced environment. This position is ideal for an emerging or mid-career arts professional with a knowledge of the Houston arts scene, strong organizational skills, and an open and collaborative working style.

The Operations & Exhibitions Manager reports to the Executive Director and is a full-time exempt position with a starting annual salary of \$40,000. This position will have potential for growth that includes yearly performance and salary reviews. In addition to the salary, Lawndale provides \$500/month (\$6,000/year) for employees to cover their own health insurance. Lawndale provides a generous paid time off (PTO) policy including 12 paid holidays, beginning 15 days PTO allowance, and a staff-wide one- to two-week winter holiday. Full-time employees work five days a week from 9 AM – 5 PM (with an hour for lunch) and occasional nights and weekends (with flex time). Remote work option available as discussed with Lawndale staff.

Duties related to General Office Operations:

- Manage communications for vendor relationships with an emphasis on facilities operations such as scheduling building maintenance (e.g. cleaning, lighting, electric, elevator and AC)

- Coordinate office communications (i.e. answer and forward incoming calls, providing basic information when needed + monitor general email inbox (askus@lawndaleartcenter.org) and forward as needed + monitor voicemail and update messages)
- Manage office space, including ordering office supplies, subscriptions to various service providers, mail and delivery, and keys

Duties related to Exhibitions & Programs:

- Coordinate approximately 8 exhibitions annually—including general programming, *The Big Show* and annual Artist Studio Program exhibition— and oversee aspects of pre- and post-production, including coordinating contract art handlers
- Manage communications with exhibiting artists, including contractual agreements, exhibition timelines, and installation logistics
- Assist in updating website, drafting announcements, press, and newsletters related to exhibitions
- Develop and coordinate supporting programs in collaboration with exhibiting artists
- Coordinate and follow assigned budgets with exhibiting artists
- Open and close exhibitions, ensuring gallery spaces are ready for visitors
- When needed, prepare shipping contracts and coordinate logistics, including packing, delivery, and transportation
- Assist Advisory Board and Executive Director with research and development of exhibitions, existing and potential programs, and publications
- Maintain exhibition and program files and equipment inventory (e.g. tech, tools, pedestals, etc.)
- Participate in exhibition openings, select programs, and conduct exhibition tours, as needed
- Coordinate communications with Lawndale’s Lending Library artists, including annual Lending Library Brunch event and Lending Library hours for members

Professional Skills and Qualifications:

- Minimum BA or BFA degree in arts, culture, or related field OR more than six years of equivalent work experience

- Experience with planning and organizing exhibitions, performances, and/or public programs
- Passionate about artist-centered work and ability to communicate and work well as part of a team
- Commitment and excitement to join a dynamic and fast-paced non-profit work environment
- Strong computer skills. Must be fully proficient in available software, including Microsoft Office Suite, in particular, Microsoft Excel. A bonus if the candidate knows Adobe Creative Cloud such as InDesign.
- Strong organizational and time management skills, takes initiative, and is a critical thinker
- Ability to perform physical tasks as needed for exhibition and event set-up
- Ability to work five days per week, with some evening and weekend hours

Application Instructions:

Submit a cover letter, resume, and three references as a combined pdf by email to askus@lawndaleartcenter.org using the subject Line: "Operations & Exhibitions Manager Application." Priority deadline for applications is August 1, 2022. Applications will be accepted until the position is filled. Only those applicants selected for interviews will be contacted.

Lawndale is committed to creating a diverse and representative workplace and strongly encourages individuals from marginalized communities to apply. Lawndale is an Equal Opportunity Employer (EOE) and does not discriminate in employment on the basis of race, color, religion, sex (including gender identity), sexual orientation, disability, age, national origin, political affiliation, marital status, parental status, military service, or other non-merit factors. Statistics show that individuals coming from historically excluded or oppressed groups apply to jobs only if they meet every qualification. Lawndale invites you to defy that statistic. Applicants rarely meet 100% of the qualifications and we would like to hear from you.