

MoMA PS1 JOB DESCRIPTION

Title:	Assistant Manager of Installation
Status:	Full Time, Exempt
Reports to:	Chief of Installation
Date:	March 2017

MoMA PS1 is one of the oldest and largest nonprofit contemporary art institutions in the United States. An exhibition space rather than a collecting institution, MoMA PS1 devotes its energy and resources to displaying the most experimental art in the world. A catalyst and an advocate for new ideas, discourses, and trends in contemporary art, MoMA PS1 actively pursues emerging artists, new genres, and adventurous new work by recognized artists in an effort to support innovation in contemporary art. MoMA PS1 achieves this mission by presenting its diverse program to a broad audience in a unique and welcoming environment in which visitors can discover and explore the work of contemporary artists. Exhibitions at MoMA PS1 include artists' retrospectives, site-specific installations, historical surveys, arts from across the United States and the world, and a full schedule of music and performance programming.

Summary

Reporting to the Chief of Installation, the Assistant Manager of Installation is responsible for overseeing the administration, staff, and projects involved in our installation process. This position is highly dynamic, and its primary areas of responsibility include installation work, administration, and the management of freelance employees during the installation of exhibitions. Some weekend and overtime hours are required during installation periods or events.

Responsibilities

Installation

- Work closely with the Chief of Installation to develop an overall plan for each exhibition
- Work with Curatorial and Registration departments to plan, coordinate, and produce approximately 10-18 exhibitions per year across four floors and 40,000 sq ft of gallery space
- Use material's knowledge to inform production schedule and exhibition budget collaboratively across departments
- Turn exhibitions on and off on a daily basis M-F, and for special events outside of regular working hours
- Maintain all aspects of exhibitions while on view, such as touch-ups, lighting, and A/V maintenance
- On call on weekends for remote A/V troubleshooting

Administrative

- Create and sustain relationships with vendors and contractors
- Process invoices, track department and exhibition related expenses, work across departments to manage multiple budgets simultaneously
- Manage inventory of installation supplies and woodshop

- Develop production schedules, including daily schedules for installation staff and schedules for outside contractors

Staff Management

- Hire, train, and manage seasonal union staff of 40 preparators/installers
- Take direction from the Chief of Installation and communicate direction to the installation staff
- In depth understanding of Local 30 union agreement, and ability to execute articles of the agreement in practice
- Monitor employee hours and execute payroll biweekly
- Work across departments to improve and implement safety protocols
- Train Visitor Engagement employees on exhibition protocol

Qualifications

1. B.A. or B.F.A with a minimum of two (2) years of management experience in a museum or gallery
2. Demonstrated strength in managing time, completing tasks, and being proactive, accountable, and adaptable in dynamic and creative setting
3. Professional, polished, and positive attitude and demeanor, with exceptional communication skills in presentations and discussions
4. Experience with personnel and budget management, staff development and training, team building, and ability to work productively and collaboratively with all levels of management and staff
5. Proven capacity to independently plan and organize exhibitions.
6. Ability to prioritize multiple tasks under tight deadlines
7. Experience working with and executing union contracts
8. Established knowledge of art handling best practices
9. Established materials knowledge as it relates to construction, fabrication, installation methods, and A/V equipment
10. Excellent organizational abilities, analytical skills, and attention to detail
11. Excellent judgment, professionalism, and discretion in handling confidential and sensitive situations and matters
12. Skill in managing vendors, suppliers, and contractors, including competitive bidding, negotiating pricing and contract terms, and ensuring high quality of goods and services
13. Ability and willingness to work a flexible schedule, including weekends, evenings, and holidays as needed during installation periods
14. Excellent computer skills including but not limited to Microsoft Excel, Toast, and SketchUp.

MoMA PS1 prioritizes employee safety and promotes safe work practices, which are the responsibility of all employees. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, safety is always a priority. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

Please send your resume and cover letter to employment_ps1@moma.org and include "Assistant Manager of Installation" in the subject line. For more information about MoMA PS1, please visit www.MoMAPS1.org.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1.

MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.