

**Position:** Exhibitions Director  
**Schedule:** Full Time, Non Exempt  
**Pay Rate:** \$60,000 - \$65,000  
**Supervisor:** Executive Director

## **About Richmond Art Center**

For over 80 years, Richmond Art Center has served the residents of Richmond and surrounding communities through studio arts education programs, exhibitions, off-site classes, and special initiatives for community-wide impact. Richmond Art Center's mission is *to be a catalyst in Richmond for learning and living through art*. Our organizational values - relevance, equity, and creativity - guide our programming.

## **About the Exhibitions Program**

The goals of our exhibitions program are to introduce new artists, artwork and perspectives on art; engage Richmond audiences; enhance the visibility of underrepresented groups/artists; and serve as a catalyst for community interaction. We present 12-16 exhibitions with over 15,000 visitors to our four gallery spaces annually. Our exhibitions feature the work of predominantly Bay Area artists at different stages in their careers - established, early career, students, and youth. Notable annual community exhibitions include Art of the African Diaspora/The Art of Living Black (since 1997, an annual exhibition of work by artists of African descent), and the WCCUSD Art Show (since 1965, an annual exhibition of over 500 student works from local middle and high schools).

## **Position Overview**

Under the direction of the Executive Director, and in collaboration with RAC staff, the Exhibitions Director is responsible for the development, installation, and presentation of exhibitions and related activities. These exhibitions should feature visual art that reflects both Richmond Art Center's mission and the culturally diverse region of the Bay Area. As a member of the leadership team, the Exhibitions Director will collaborate with key staff to arrange related workshops, lectures, and performances; promote the exhibition program; and help secure funding for exhibitions. The Exhibition Director plays a key role in developing and implementing the organization's strategic plan.

## **Essential Duties and Responsibilities**

### **Programmatic:**

- Develop and manage an ongoing 18-24 month exhibition schedule.
- Develop and manage exhibitions for Richmond Art Center's 4 dedicated gallery spaces every quarter.

- Identify potential artists, cultural institutions and community partners that can supplement the development of the exhibitions and related programs.
- Work in collaboration with artist and guest curators to develop exhibition and interpretive designs for each exhibition.
- Write or coordinate the writing of all exhibition text including interpretive content, curatorial statements, and gallery labels; as well as related media and web content that reflects Richmond Art Center's communication standards.
- Where applicable, prototype interactive and/or participatory elements in exhibitions and or provide contextual knowledge that will enhance the experience for audiences of all ages.
- Lead Exhibition tours for staff, teaching artists, donors, board members and other affiliated community members.
- Work with the Programs Coordinator to plan and organize public programs relating to exhibitions such as opening and closing receptions, artist talks, and workshops.
- Work with the leadership team to identify ways underrepresented communities and artists can be better represented and involved in programmatic engagement.

#### **Communication and Fundraising:**

- Work with the Communications Director to implement a communications schedule for the exhibition program by providing timely copy and visuals for the website, newsletter, social media, press releases and print materials for distribution.
- Work with the Communications Director, in addressing exhibition inquiries from public and media outlets; conduct interviews, and tours.
- Work with the Development Director to identify funding sources and contribute to the preparation of grants and cultivation of exhibition sponsorships.
- Work with staff and designated committees to support special fundraising events in acquiring art items or special art tours for auction.

#### **Community Engagement**

- Build and manage relationships with community organizations to ensure broad community engagement.
- Serve as an ambassador to the art community, supporting and cultivating relationships with diverse artists, collectors, and gallerists, who can contribute to the vitality of the Art Center.

#### **Administrative**

- Work with Volunteer Coordinator to schedule and train volunteers and/or interns to support various exhibition-related functions.
- Ensure proper documentation of exhibit contracts and loans of artwork, condition reports and organization of shipping logistics.
- Work with the Finance Director in managing the annual exhibition budget, track costs for each exhibition, prepare all requests for payments and art sales.
- Direct, coordinate and assist with the installation/de-installation of exhibits, including gallery prep, layout, display, security, and lighting of the art objects.

- Execute and manage agreements with guest curators, artists, contractors or other providers that work within the exhibitions program.

## **Qualifications**

- Four years work experience in a relevant field including exhibition development, community organizing, museum programming, or an equivalent combination of education and experience.
- Experience managing cultural projects, such as public programs, community events and/or other events in the non-profit arts sector.
- Strong interpersonal skills, and friendly demeanor with an ability to collaborate with artists, community partners, students, volunteers and staff.
- Proficiency with Google Workspace and Google related applications.
- Basic knowledge of visual design software such as Adobe Suite.
- Comfortable with public speaking.
- Spanish language proficiency is also a plus, but not required.

## **Compensation**

This is classified as a Full-Time Position (36-40 hours a week). Salary range \$60,000 - \$65,000. This position includes a competitive benefits package, including Federal Holiday Pay.

## **Schedule**

This schedule is Full-Time, 36-40 hours a week. Some weekend days and evenings are required based on public programs schedule. Flex-time and work from home opportunities available.

## **To Apply**

Interested candidates should send a cover letter, resume and a writing sample to: [jobsapp@richmondartcenter.org](mailto:jobsapp@richmondartcenter.org)

*Applications will be reviewed on a rolling basis.*

Richmond Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.