



2540 Barrett Avenue, Richmond CA 94804
510-620-6772 | richmondartcenter.org

Job Title: Exhibitions Coordinator

Organization: Richmond Art Center, 2540 Barrett Avenue, Richmond, CA 94804

Salary: \$24 per hour

Job Type: Part-Time

Schedule: This position is 20 hours per week, mostly on-site at Richmond Art Center (work from home can be pre-approved by supervisor). The schedule is flexible, but the Exhibitions Coordinator must be able to be onsite for exhibition installations, and some evenings and weekends.

Supervisor: Community Engagement Director

Application Deadline: Open Until Filled

About Richmond Art Center: For over 80 years, Richmond Art Center has served 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 Exhibition Program: The goals of our exhibition 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 produce twelve to fifteen exhibitions per year. 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 12 local middle and high schools).

Position overview: The Exhibitions Coordinator is responsible for the day-to-day administrative support for the exhibitions program. This includes tracking exhibition budgets and paperwork, coordinating artist communications, assisting in content management, and coordinating artwork installation. This is a part-time position, with the opportunity to expand to a full-time position in the future. (On top of the 20 hours per week work, there are opportunities for additional hourly work leading art tours or teaching at Richmond Art Center, if the selected candidate is interested.)

Essential Duties and Responsibilities:

- Support Richmond Art Center's commitment to producing exhibitions that reflect our values and our community.
- Coordinate all areas of exhibition planning and execution, including loan paperwork and contracts, installation (pitching in when appropriate), and assessment/evaluation.
- Coordinate project budgets, including approving and tracking exhibition expenses.
- Communicate with lenders, artists, partners, contractors, and relevant staff members.
- Assist with building an exhibition process that is streamlined and allows for the successful planning of exhibitions 12-24 months out.
- Assist Community Engagement Director in refining and improving the exhibition planning, including reviewing exhibition proposals and developing schedules.



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- Manage the development and maintenance of the exhibition archives.
- Support arts education program initiatives (eg classes, workshops, youth tours), as they intersect with the exhibition program.

Skills and Qualifications

- Three years work experience in a relevant field, or an equivalent combination of education and experience. *Prefer experience focused on contemporary art, local artists, non-profit arts, and/or community organizing.*
- Attention to detail and excellent organizational, project management, research, writing, and editing skills.
- Strong interpersonal skills, and friendly demeanor with an ability to collaborate with artists, guest curators, partners, and staff. Must be comfortable with public speaking.
- Proficiency with Google Docs and Google Sheets, in particular working with spreadsheets
- Experience with art handling and installation.
- Spanish language proficiency is a plus, but not required.

To apply: Interested candidates should email a cover letter and their resume with subject line "Exhibitions Coordinator" to: exhibitions@richmondartcenter.org

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