



Exhibition Manager Career Opportunity

GANGGANG centers beauty, equity and culture in cities, practices, systems, and mindsets. We test new models toward equity in the arts. GANGGANG is on a global, massive mission to advocate for the arts as society's strongest tool for equitable cities.

This often takes on the form of programming. Our most visible and popular program, BUTTER Fine Art Fair is an example of the platform GANGGANG creates for artists to tell our stories. GANGGANG is seeking an Exhibition Manager to fill a critical role that lends care and expertise to our visual art portfolio, including BUTTER. This role provides excellence in managerial, administrative and thought leadership for curatorial teams and artists across programs at GANGGANG.

Responsibilities & Goals

CURATORIAL MANAGEMENT

- Establish and manage intentional and sustainable approach to artists care within curatorial services at GANGGANG
- Create, guide, and distribute curatorial calendar for related GANGGANG activities. Manage coinciding deadlines and provide curatorial updates to BUTTER Director and appropriate GANGGANG leadership
- Maintain and update BUTTER-specific activity spreadsheets including task schedules, installation schedules, exhibition schedule, exhibition toolkits, and contractual obligations
- Manage curatorial contractual agreements, budget, administration, and fiscal reporting. Works closely with finance to track expenses and invoices
- Draft and execute curation contracts including the orientation and hosting of guest curators. Organize and manage curator and artist workshops
- Manage relationships, participation, and partnerships with visual art galleries
- Manage meetings and correspondence with curatorial teams across GANGGANG and BUTTER
- Play a key role in exhibition design and implementation including lighting, sound, artwork care and supporting information
- Coordinate installation/de-installation process including unpacking/packing and documenting incoming/outgoing artwork
- Manage vendors and external relationships including shippers, mounters, printers, framers, craters, art handlers, suppliers, etc.
- Collate exhibition-related text for labels, environmental surfaces, panels, credit lines, and other printed exhibition support materials for external editing and design
- Coordinate photography of artwork and artists for exhibition-related collateral
- Coordinate and manage sales team for BUTTER Fine Art Fair and its activities
- On site management of exhibition floor during BUTTER
- Manage relationship with local and nationwide art collectors
- Maintain and updates files on past, current and future exhibitions, schedules, participants and exhibition offerings for data tracking of impact and progress.
- Research new artists, guest curators and expansion opportunities for curatorial services at GANGGANG
- Document curatorial processes for impact tracking
- Supervise curatorial intern(s)
- Provide thought leadership and expertise on best practices across fine art industries





ARTIST CARE

- Draft and process artist agreements and contracts
- Execute all artist correspondence and ensure artists are kept informed of all BUTTER updates and scheduling
- Manage payments to artists & invoices to individuals/institutions
- Coordinate studio visits with Curatorial Team and BUTTER artists
- Responsible for the maintenance and conservation of artwork
- Artist media coordination
- Artist event experience (artist gift process, ticket management, VIP event experience)
- Archival of artist data & research. Keep updated on latest career news from BUTTER alum
- Coordinate artist highlights with Marketing/PR
- Develop BUTTER collector relationships

Education:

- Bachelor's degree in art history, museum studies, arts administration, or a related field.

Experience:

- Extensive work experience in similar roles (at least 2-3 years) including administrative and project-management experience.
- Ability to work and communicate effectively with artists, curators, museum and gallery professionals
- A strong interest in art fairs and curatorial processes
- Proven experience maintaining confidentiality and privacy in previous positions.

Skills:

- Impeccable attention to detail and strong written and oral communication skills.
- Skilled in project management best practices, such as detailed project schedules, budgets, and communication platforms.
- Ability to lead and facilitate cross-departmental teams while maintaining a great deal of organization and advance planning.
- Skilled in working collaboratively with diverse stakeholders.
- Strong multi-tasking and prioritization skills. Must thrive in a fast-paced, entrepreneurial environment.
- A proven ability to find calm in the storm and work well under pressure while prioritizing multiple projects with multiple deadlines.
- Excellent computer skills, especially Microsoft Office (Word, Excel, PowerPoint), Google Suite and database software.
- Adapt to a constantly changing project and environment, and evolving targets and objectives

This full-time position includes a comprehensive benefits package including health insurance, 403b retirement fund, health savings account, and paid vacation. The position engages with the GANGGANG staff team in-person during regular business hours and has access to relevant hardware and software tools, as well as professional development opportunities. This description is intended to describe the general content and requirements for the performance of the position and is not to be construed as an exhaustive statement of duties and responsibilities. GANGGANG and its employees operate under the umbrella of the Indianapolis Foundation. GANGGANG and the Indianapolis Foundation are Equal Opportunity Employers.



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**Beauty.
Culture.
Equity.**