

t r a n s f o r m e r

EXHIBITIONS & PROGRAMS COORDINATOR

Transformer is seeking a vivacious, detail-oriented individual to fill the full-time role of Exhibitions & Programs Coordinator as part of our ambitious arts management team.

The Exhibitions & Programs Coordinator works directly with Transformer's Executive & Artistic Director to organize and present exceptional and innovative exhibitions and programs that challenge artists and audiences alike, while advancing our mission of connecting & promoting emerging visual artists, and increasing the understanding of and engagement with emergent expression in the visual arts.

QUALIFICATIONS:

- Extraordinary organizational skills and attention to detail;
- Strong communication skills, both in writing and in person;
- Friendly, engaging, and collaborative demeanor;
- Experience organizing exhibitions and events;
- Social media savvy, proficiency with Microsoft Office, InDesign, and additional Mac programs;
- Knowledge of and interest in DC, national and international contemporary arts landscape;
- Available to work some evenings and weekends.

PRIMARY RESPONSIBILITIES INCLUDE:

- Work with Transformer's Executive & Artistic Director to develop, plan and execute Transformer's Exhibition Series, off-site exhibitions and programs;
- Collaborate with artists and potential partner organizations in the development, presentation, and execution of exhibitions and programs;
- Create and manage exhibition and program production timelines, calendars, and budgets;
- Draft/edit/create collateral materials such as: press releases, programmatic brochures, price lists, and listserv postings in tandem with Executive & Artistic Director;
- Coordinate with artists, designers, and printer for creation and printing of exhibition postcards and supporting materials; maintain quality images documenting exhibitions and programs for promotional use and for grants; maintain exhibition & program information on website;
- Oversee and assist artists with installation and de-installation process: provide physical install support, secure/coordinate interns, volunteers, contractors for assistance as needed, coordinate securing of install/de-install materials & access to exhibition spaces, oversee all space prep and overall exhibition presentation details;
- Cultivate and communicate with press outlets providing info to publicize exhibitions. Includes: identifying and building relationships with individual publications, writers and influencers, emailing info and setting up gallery visits, providing high-res and web-quality images for print and web including all appropriate credit information; posting and submitting events and programs to arts calendars and listings;
- Plan and oversee exhibition opening receptions, artist talks, and related events and programs;
- Cultivate and grow relationships with artists. Conduct studio visits & online research, read & respond to all artist inquiries & artist submissions, track artists Transformer might potentially be interested in working with, update Executive & Artistic Director at regular intervals;

t r a n s f o r m e r

- Stay abreast of current trends in contemporary art exhibitions & programming.

SALARY & BENEFITS:

Starting salary range of \$35,000 - \$45,000 annually commensurate with experience. Benefits include: health insurance coverage or reimbursement, flexible scheduling, paid vacation, sick leave, and federal holidays. Advancement opportunities.

TO APPLY:

Please send an email to victoria@transformerdc.org with **EXHIBITIONS & PROGRAMS COORDINATOR** in the subject line, including: a cover letter both attached and in the body of the email explaining how your experience to date has prepared you for this position, how your experience meets or exceeds the position requirements identified above, and what you would most value about working at Transformer, as well as the following attachments: your résumé (in PDF format), and three references.

Transformer is seeking to fill this position soon into 2020. Submission of applications by December 9 is encouraged, with interviews taking place in mid December. Only those candidates that most directly meet the requirements of the position will be contacted. No phone calls please.