

Exhibitions Manager - Art Gallery Tufts University

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Posted Feb. 6, 2025, set to expire Dec. 31, 2025

Job Title	Exhibitions Manager - Art Gallery
Department	University Art Galleries
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Art - General Art History Art Education
Job Website	https://jobs.tufts.edu/jobs/21352?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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The Tufts University Art Galleries are dedicated to the presentation of art and the pressing issues of contemporary arts discourse. They are pedagogical spaces where exhibitions, lectures, performances, and artist residencies converge to animate the intellectual life of the greater university community and beyond. The University Art Galleries department oversees the exhibition spaces in the Shirley and Alex Aidekman Arts Center on the Medford/Somerville Campus, the galleries at the SMFA at Tufts in Boston, and the Tufts University's Permanent and Public Art Collection. The Galleries produce three to four main exhibitions each semester between the two campus locations alongside 15-20 curricular-driven installations per year.

What You'll Do

The Exhibitions Manager independently performs project and staff management functions to oversee all aspects of exhibition production and presentation to support the exhibitions program at the Tufts University Art Galleries on the Medford / Somerville campus and is supervised by the Director and Chief Curator of the Galleries and Collections. The Exhibitions Manager will:

- Serve as the lead project manager for 4-6 exhibition projects per year including two large-scale exhibitions, numerous curricular and small-scale projects and annual temporary public art installations.
- Recruit, hire, train, schedule, supervise, and mentor approximately 12 to 15 Student Gallery Attendants (part-time student employees providing visitor services to the Gallery's audience and live security for works of art on loan).
- Develop, manage and implement exhibition timelines with the Art Galleries Preparator and Director
- Organize the shipment of artwork and developing contracts and loan forms with the Registrarial team for temporary exhibitions
- Support Director and Chief Curator in artist and gallery communications
- Manage guest curators with Director
- Collaborate with the Communications Coordinator to plan and execute gallery communications from internal planning to publicity in print and online formats
- Oversee and assist with in-gallery public programs
- Manage and assist in the production of gallery publications
- Oversee the MFA thesis exhibition timeline and departmental planning.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's degree in related field or equivalent experience
- 5 years related experience in museum, gallery or non-profit arts organizations
- Supervisory, management experience
- Demonstrated project management skills
- Strong interpersonal and communication (both written and oral) skills
- Basic knowledge of art handling
- Detail oriented with excellent organizational skills
- Proficient with MS Office applications (Outlook, Word, Excel, Powerpoint),
- Knowledge/experience with project and space planning applications

Preferred Qualifications:

- MA or MFA preferred
- Graduate or certificate coursework in art history, non-profit arts administration, or management very desirable
- Strong communications skills and ability to work with others. Experience with logistics in an art gallery setting and prior supervisory experience of students preferred
- Knowledge and demonstrated experience with contemporary art

Special Work Schedule Requirements:

This role will be based in Medford. It is a hybrid position expected to be primarily in person with one work from home day per week, but full in-office days during installation periods. The position also requires five to six evening events or receptions during the academic year and some travel. Also needs to be available on select weekends to oversee student weekend workers and programs and be on call in case of emergencies if Director or Gallery Preparator are not available.

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Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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