ABOUT ICI:
Independent Curator’s International (ICI) supports the work of curators to help create stronger art communities through experimentation, collaboration, and international engagement. Curators are arts community leaders and organizers who champion artistic practice, build essential infrastructures and institutions, and generate public engagement with art. Our collaborative programs connect curators across generations and across social political and cultural borders. They form an international framework for sharing knowledge and resources—promoting cultural exchange, access to art and public awareness for the curator’s role. www.curatorsintl.org

POSITION SUMMARY:
The Exhibitions Coordinator supports ICI’s Exhibitions Program, advancing ICI’s mission and core values of promoting broad and inclusive access to contemporary art, experimentation, international engagement, cooperation and collaboration. Working closely with the Exhibitions Manager, the Exhibitions Coordinator supports the planning, preparation, and circulation of ICI’s touring exhibitions, and related publications and public programs.

Responsibilities include the following:

● Assist the Exhibitions Manager in planning and securing venues for traveling exhibitions
● Work with guest curators, artists, and lenders to maintain accurate information for checklists, didactics, and installation instructions
● Prepare loan forms and condition reports
● Assist in coordinating the production, photography, and packing of artworks
● Conduct research and compile bibliographies for upcoming exhibitions
● Liaise with venues, providing necessary information for exhibitions and responding to inquiries during the exhibition tour
● Assist in the production of exhibition catalogues and other publications, the securing of image permissions, and the distribution of publications to venues, artists, and lenders
● Draft language for exhibition related external communications (e.g. social media, e-blasts, Website) and maintain exhibition related pages on ICI’s Website
● Maintain contacts on databases
● Assist in the hiring and supervising of interns

Qualifications:

● Bachelor’s degree is required; preferably in Art History, Museum Studies, or Studio Art
● A minimum of two years museum, non-profit art space, or gallery work experience
● Experience in exhibition coordination and handling of artworks
● Ability to efficiently multi-task while maintaining a keen eye to detail
● Proficiency in Microsoft Office and Adobe Programs
● Outstanding interpersonal, written, and verbal communication skills
● Ability to collaborate and maintain successful working relationships with ICI’s small staff and external contacts
● Fluency in a second language, including reading, writing, and speaking is preferred
Salary and Benefits:
Starting salary is $42,000. Employee benefits include health insurance, retirement plan, paid vacation, paid holiday and sick time.

Hours:
Full time, office hours are Monday – Friday, 10am to 6pm. Applicant should be based in New York by start date and open to working a hybrid in-office and remote schedule. Occasional evening and weekend events in New York. Occasional travel.

Application:
To apply, please submit cover letter and resume to Becky Nahom, Exhibitions Manager by May 13: becky@curatorsintl.org