

Exhibition Manager + Designer (full-time)

JOB SUMMARY

Hawai'i Contemporary seeks a full-time, flexible, and independent-thinking Exhibition Manager + Designer. The successful candidate will be responsible for overseeing the exhibition design, installation, and logistics for the Hawai'i Triennial 2022 (HT22), scheduled to open February 18, 2022. Primarily reporting to the Executive Director with dotted-line reporting to exhibition advisors, this role supports the organization's infrastructural needs, while managing internal and external communications with diverse stakeholders.

This position holds the potential for growth and has the capacity to evolve into a full-time position. The successful candidate will be located on O'ahu and have their own transportation vehicle.

All team members are essential to the fulfillment of the organization's vision, mission, and strategic planning, and as such should possess a work style that facilitates a positive and collaborative team environment.

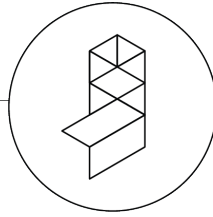
KEY RESPONSIBILITIES

The Exhibition Manager + Designer is responsible for managing important and complex projects related to the production of the Hawai'i Triennial. This position will interface with guest curators, exhibition partners, third-party vendors, and other Hawai'i Contemporary staff, as needed. Key responsibilities include budgeting, exhibition planning and development, project management, venue coordination, securing permits, third-party contracting, and artwork installation and de-installation management.

This position is responsible for ensuring these areas work smoothly and with attention to detail. A collaborative and professional demeanor is essential. The successful candidate must demonstrate the ability to adopt new procedures when change is required to support the growth of Hawai'i Contemporary and when presenting the Hawai'i Triennial.

Key duties include, but are not limited to the following:

- Manages and designs art exhibition installations in collaboration with the guest curators and partner venues, including preparing exhibition layouts and identifying fabrication and equipment needs.



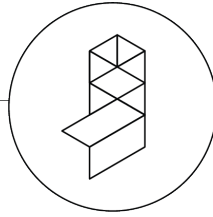
- Procures estimates from third-party vendors, sources exhibition solutions, and assists in managing invoices and payments for third-party vendors.
- Ensures the construction, installation, maintenance, and de-installation of all artworks are performed to meet the artists' and venues' specifications and the organization's expectations of quality.
- Recruits and manages a team of freelance installers and volunteers.
- Assists in development and implementation of a workplan for HT22.
- Regularly liaises with venue and community stakeholders.
- Liaises with and sets expectations between curators/artists with venues/vendors.

Knowledge, Skills, and Abilities

- Experience in artwork installations (museum, gallery, or public art setting).
- Strong understanding of the processes around art exhibitions and resources available in Hawai'i.
- Thorough understanding of best practices in art handling.
- Proficiency in Sketchup and use of Google Drive online platforms required.
- Takes accountability for work, takes initiative, and has excellent follow-up skills.
- Extremely organized, detail-oriented, and punctual.
- Outstanding interpersonal skills, project coordination experience, and the ability to work well with others and to be receptive to feedback.
- Ability to lift, stand for long periods, and travel locally as needed.
- Knowledge of Hawai'i arts and culture community and passion for social impact.

Working Conditions

This position offers remote working with regular in-person or online check-ins and staff meetings. Due to the nature of the event, with the understanding based on operation needs there will be on occasion the need to work evening and/or weekends and frequent need to work evenings and/or weekends during the immediate lead-up, duration, and de-installation period.



Physical Requirements

Must be able to lift at least 35 pounds. The ability to focus, bend, carry, reach to the side, front and overhead, push, pull, walk, stand, twist and squat are occasional requirements in an arts organization.

Compensation

This position is compensated commensurate with experience and includes health benefits. Hours are flexible; a mutually agreeable part-time arrangement may be negotiated to suit the candidate's schedule.

HOW TO APPLY

Please submit a cover letter, resume, and the names of three professional references to Katherine Don, Executive Director: team@hawaiiicontemporary.org.

Only successful candidates will be contacted for an interview. If you submit your résumé by email, please regard it as having been received unless your email is bounced back. All personal data collected will be used for recruitment purposes only. Applicants not hearing from us within two months may consider their applications unsuccessful and all personal data supplied will be destroyed within six months.

ABOUT HAWAI'I CONTEMPORARY

Hawai'i Contemporary (formerly the Honolulu Biennial Foundation) is a dynamic arts organization that champions contemporary art and ideas. Since its inception, the organization has presented capsule exhibitions, education programs, and two internationally recognized art biennials in partnership with renowned curators, exhibition spaces, cultural venues across Honolulu. In 2020, the organization adopted a triennial format and re-emerged as Hawai'i Contemporary. With a renewed commitment to education, public programming, and community engagement, Hawai'i Contemporary will present Art Summit 2021 and Hawai'i Triennial 2022 (HT22), curated by Dr. Melissa Chiu (director of the Hirshhorn Museum & Sculpture Garden in Washington D.C) and associate curators Dr. Miwako Tezuka and Drew Kahu'āina Broderick.