



**Position:** Exhibition Coordinator

**Classification:** Part-Time

**Reports to:** Director of Visual Engagement at CC / Program Director at PGC

**Hours:** Average work week is 20 hours with a flexible schedule that may involve some nights and weekends.

The Exhibition Coordinator is a shared position between Contemporary Craft and Pittsburgh Glass Center, supporting exhibition administration across both organizations. As an integral member of the exhibitions team, the Exhibition Coordinator facilitates the administrative and logistical aspects of exhibitions, assisting with the planning and implementation of gallery installations while managing the many day-to-day details required to keep projects on track. The role regularly supports multiple exhibitions simultaneously and plays a key part in coordinating project timelines, maintaining exhibition databases, processing invoices and documentation, and ensuring clear, timely, and well-documented communication across departments. The Exhibition Coordinator also serves as a primary point of contact for artists participating in exhibitions, supporting consistent communication around logistics, schedules, and exhibition needs in collaboration with curatorial and operations staff.

#### **Key Functions**

- Work closely with each team to keep exhibition calendars on track (multi-year planning), review annual work plans, and contribute to the success of goals such as programmatic excellence
- Coordinate aspects of exhibition projects, including but not limited to the following:
  - Assist with overall exhibition administration;
  - Processing submissions for jurying
  - Develop, communicate and track schedules for all exhibition and installation work;
  - Contact/follow-up with artists as needed;
  - In conjunction with the Art Handler, communicate the packing, shipping, handling, and on-site transportation process for all objects using museum-approved procedures;
  - Preparation of signage and labels, and compilation of material for brochures and catalogues as needed;
- Assist with database management, gallery interpretive elements preparation, programmatic support, and the accessibility guidelines of each organization
- Assist with exhibiting artist travel arrangements and logistics, and exhibition opening weekend administration (opening receptions & programs)
- Assists with exhibition sales, including related invoices and payments for work sold from exhibitions
- Assist with artwork donation coordination for *Art on Fire*(PGC) and *Out of Hand* (CC), including outreach to artists through donation request letters, organizing and tracking incoming donated works, and supporting clear, timely communication with artists and internal teams around galas
- Assist with other tasks as assigned; effectively represents CC & PGC to any appropriate professional arts organization, or individual artists, as required in support of programs



### **Qualifications & Requirements**

- Bachelor of Arts degree in an applicable field and related experience preferred; or an equivalent combination of education and experience.
- Passionate about the mission of Contemporary Craft and Pittsburgh Glass Center; a working knowledge of the craft field is required.
- Demonstrated administrative experience. Requires exceptional communication and interpersonal skills, conceptual planning capabilities, organization and task management skills.
- Must be able to work independently, under pressure, and resolve complex problems and issues as they arise.
- Demonstrated knowledge of current practices in project management or equivalent experience is desired.
- Must be able to work a flexible schedule, including some evenings and/or weekends.
- Strong time management skills to complete assigned projects under the required schedule.
- Ability to identify priorities and manage projects.
- Experience in Microsoft Office, particularly excel, word and powerpoint; Google Workspace
- Excellent written and communication skills.
- A commitment to diversity, equity, and inclusion.

### **Working Conditions**

- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing (50%)
- Moving about to accomplish tasks or moving from one worksite to another (50%)
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects

### **Physical Demands**

The physical demands described here are representative of those required to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. The work environment is typical of a retail and office setting. Pittsburgh Glass Center & Contemporary Craft are committed to accessibility, diversity, equity, and inclusion in all aspects of the hiring process. If you have a disability and would like to request a reasonable accommodation, or have feedback for how we can make our hiring process more accessible for neurodivergent people, people with disabilities, and diverse communities, please contact Heather McElwee, PGC's executive director, at [heather@pittsburghglasscenter.org](mailto:heather@pittsburghglasscenter.org)

### **Compensation & Benefits**

- \$22/hour, part-time (20 hours/week)
- Paid vacation and sick time
- Complimentary classes at PGC & CC
- Employer-matched SIMPLE IRA after one year of employment



### **Commitment to Diversity, Equity & Inclusion**

Contemporary Craft and Pittsburgh Glass Center are Equal Opportunity Employers and are dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment. PGC does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship programs, and other PGC-administered programs and activities. All of our employees' points of view are key to our success, and inclusion is everyone's responsibility.

### **How to Apply**

Please submit a resume and an introductory email paragraph describing your interest and relevant experience to [jobsearch@pittsburghglasscenter.org](mailto:jobsearch@pittsburghglasscenter.org) with the subject line: "Exhibition Coordinator Application." Applications will be reviewed on a rolling basis until the position is filled.