Installation Manager
Exhibitions and Program Planning Department
Baltimore Museum of Art

OVERVIEW
The Installation Manager at the Baltimore Museum of Art (BMA) oversees and manages all aspects of exhibition installation, working closely with the Director of Installation and the Exhibition Designer and in collaboration with Curators, Registrars and Conservators to ensure proper planning and installation of all temporary and permanent exhibitions. The ideal candidate will work closely with contemporary artists in the creation, development, and execution of site-specific installations. This position determines and manages workflow for Preparatory staff and temporary contract preparators and manages preparation of galleries and all fabrication of exhibition materials to safely display works of art.

This position reports to the Director of Installation.

RESPONSIBILITIES
Responsibilities include but are not limited to:

- Directly supervise three staff preparators and all temporary preparators. Provide guidance and oversight for Lead Preparators as assigned to temporary and permanent exhibitions.
- Manage the timeline of task receivables and deliverables throughout the implementation of each exhibition.
- Supervise and coordinate contractors, fabricators, and facilities staff in the implementation of exhibitions.
- Lead the construction and fabrication of exhibition architecture, casework, and furniture. Oversee the Installation Department fabrication shop.
- Oversee maintenance of museum galleries (i.e. paint refresh, dusting, cleaning, etc.).
- In collaboration with Director of Installation:
  - Manage a pool of contract preparators.
  - Develop and maintain exhibition budgets.
- Under supervision of the Exhibition Designer:
  - Develop designs for exhibitions architecture, casework and furniture.
  - Lead designs for three exhibitions (under 3,000 sf. ea.) per calendar year.
  - Lead and/or support design for additional exhibitions and collection rotations, as determined by mutual agreement of the Director of Installation and the Exhibition Designer.
- Serve in lieu of Director of Installation and/or Exhibition Designer during absence.

REQUIREMENTS
- 8-10 years’ experience in art museum or gallery installation; 5 years in a supervisory capacity
- Bachelor’s degree in an art-related field preferred or professional experience equivalent
Expertise in art museum techniques for installation, storage, transportation, and protection of art objects.

Knowledge of museum display standards

Working knowledge of gallery lighting and equipment.

Proficiency reading architectural drawings. Ability to produce detailed fabrication drawings of exhibition elements such as cases, pedestals, platforms, temporary walls

Experience using leading digital design applications (AutoCAD, Vectorworks and/or SketchUp); Adobe Creative also desirable

Proficiency in Microsoft Office Suite; The Museum System (TMS) and project management applications desirable

Excellent visual, written, and verbal communication skills

Ability to interpret and provide instructions in written, oral, diagram or schedule form

Ability to solve problems and prioritize needs in a variety of situations when immediate decisions may be necessary

Highly collaborative and exceptional interpersonal skills

Ability to travel, take initiative, work independently, and be flexible with changing priorities.

Ability to lift 50 pounds

**BENEFITS**
The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with matching contributions, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**APPLY**
Please send a cover letter with salary requirements and CV/resume to HR@artbma.org with “Installation Manager” your first and last name in the subject line.

Incomplete application materials, including numeric salary requirements, will not be considered.

No phone calls please. Position will be posted until filled.

**REMOTE WORK CONSIDERATIONS**
We have adjusted to a hybrid remote work environment for some positions. This position requires majority on-site work and will not be considered for remote work except in limited, occasional and/or unusual circumstances.