



Exhibitions Program Associate

The Baltimore Museum of Art (BMA) seeks to fill the full-time position of Exhibitions Program Associate. The position will report to the Associate Director of Exhibitions.

The Exhibitions Program Associate serves as the primary administrative coordinator for the Exhibitions & Program Alignment department, overseeing and supporting key tasks, processes, systems, and cycles related to the successful budgeting, scheduling, and implementation of exhibitions, re-installations, and certain related programs. The Program Associate also supports project management for collection rotations and permanent collection re-installations, working closely with the Manager of Exhibitions to oversee and implement aspects of the planning process..

RESPONSIBILITIES

Exhibitions & Program Alignment Department Coordination

- Document and participate in exhibitions and programming-related meetings (distribute minutes to staff)
- Schedule and prepare agendas, meeting spaces, and materials for distribution for standing and incidental meetings
- Maintain updated exhibitions calendar
- Send official department communications to all colleagues regarding confirmed dates, spaces and final titles for all exhibitions
- Receive, track, process, and generate correspondence for external exhibition proposals, reviewing on a routine basis with the Chief Curator and Senior Director of Exhibitions and Program Alignment
- Assist with generation of BMA-organized traveling exhibition solicitations, preparing proposals/prospectuses, supporting materials, additional collateral as requested and tracking responses
- Assist with preparation of exhibition close-out reports for co-organizer or other partner venues, gathering documentation and data to share per exhibition agreement terms
- Complete ongoing Project Management Office (PMO) documentation of systems and processes; create and maintain organizational and archival systems for Exhibitions and Program Alignment working documents
- Assist Associate Director of Exhibitions and Senior Director of Exhibitions and Program Alignment with general departmental administrative operations as needed

Financial Management of Exhibitions + Permanent Collection Presentations

- With Senior Director of Exhibitions and Program Alignment and Associate Director of Exhibitions, contribute to the development of exhibition budgets in conversation with department leads for future fiscal years
- Review, approve, and track exhibition expense requests from department leads; enter data into cuff records and reconcile with monthly actual reports generated by Finance
- Prepare quarterly reports of exhibition expenses by department and reviews status with department leads
- Update exhibition budget reprojections on a quarterly basis to reflect shifts in project scope and cost, sending corrections and journal entry requests to Finance as needed

- Assist with preparation of two-year out, revised, and proposed budgets according to annual submission cycles
- Support development and communication of effective financial processes in collaboration with Finance
- Support Senior Director of Exhibitions and Program Alignment and Associate Director of Exhibitions in expense reconciliation processes for co-organized and traveling exhibitions: collect and archive backup documentation, generate reports of actual expenses incurred, administer invoices as needed

Project Management System (Wrike) Administrator

- Perform the data entry of exhibitions and collections projects into the system
- Provide ongoing general oversight of projects in the system to ensure timely completion of tasks
- Provide programmatic- and portfolio-level analysis of activities. Report on workload capacity considerations. Propose adjustments as needed.
- Assess, propose and implement opportunities for increased functionality of the system
- Serve as primary technical expert on the use of the system and advancements over time
- Serve as BMA account representative with Wrike staff
- Onboard and train new BMA staff to their Wrike account and responsibilities
- Refresh and train all Wrike users on existing and new Wrike processes and software features
- Assist staff in implementing Wrike within their departments for additional exhibition and non-exhibition related projects

Collection Rotations Coordination Support

- Support Manager of Exhibitions with project management of collections gallery artwork movement:
 - Prepare and support implementation of rotation timelines, to help guide the process simultaneously for multiple rotations at various stages of development
- Schedule and support preparation for monthly collection rotation planning meetings: create agendas follow up on action items related to scheduling and planning as assigned
- Assist with communication of pertinent information related to planned rotations to museum departments

QUALIFICATIONS

- Bachelor's Degree in Museum Studies, Art History, Arts or Non-profit Administration (or similar) or professional experience equivalent
- Experience working with and administering project management systems and software
- Experience with monitoring and managing budgets, tracking and analyzing financial transactions and data, and facilitating accounting processes
- 2–3 years prior museum exhibitions experience
- Excellent written and verbal communication skills
- Excellent organizational skills, attention to detail, and ability to manage multiple projects simultaneously
- Excellent computer skills with strong command of Microsoft programs. Knowledge of The Museum System (TMS), Adobe Acrobat, and cloud-based project management software (such as Wrike) a plus
- Proven diplomatic problem-solving capabilities
- Collaborative nature, flexibility, and helpfulness. Self-direction and motivation, forethought, a proactive, problem-solving approach

- Strong intellectual curiosity and the intent to advance in the profession
- Ability to handle confidential information with care and discretion
- Project Management Profession (PMP) certification highly valued but not required

BENEFITS

The Baltimore Museum of Art 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, a generous benefits package. For this exempt position we also offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling including hybrid work, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

SALARY - \$47,880

APPLY

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send a cover letter with salary requirements and resume to HR@artbma.org with **“Exhibitions Program Associate”** and **your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

Position will be posted until filled.