EXHIBITIONS MANAGER

Join our team at this exciting time as our new President and CEO reintroduces Japan Society for the global era in our second century with plans for global innovation, program revitalization, and deepened bridge-building between the people of the United States and Japan. The Exhibition Manager is a crucial position that handles logistical concerns related to exhibition installation, de-installation, special visual art projects, exhibition budgets, and the daily gallery operation of operation of Japan Society’s Gallery. A major responsibility of this role is to work with the key players both inside and outside the institution involved in the exhibitions including lenders, couriers, art handlers, security guards, and other contracted personnel. The Exhibitions Manager reports to the Gallery Director, and works with colleagues in the Gallery Department to track the development of exhibitions and ensure compliance with exhibition timetables. She/he will also work closely with internal and external individuals, institutions and companies to track expenditures and compliance with Gallery and exhibition budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage exhibition checklist;
- Working with art lenders on shipping arrangements (incoming and outgoing/domestic and international);
- Creating exhibition installation/de-installation schedules;
- Managing contracted art handlers and security guards;
- Reviewing all contracts executed on behalf of Gallery, including vendor contracts and loan agreements;
- Creating condition report, if necessary, based on each exhibition checklist;
- Obtaining insurance coverage for all works on loan to Japan Society;
- Work with Building Services to maintain Gallery environment including temperature, humidity, pH;
- Processing and tracking all Gallery-related expenses;
- Performing exhibition-specific budget reconciliations;
- Processing image requests, both internal and external, including requesting images from lenders;
- Liaising with Japan Society staff in regards to scheduling installation and de-installation of exhibitions and visual art program installations and scheduling;
- Managing Japan Society house collection by ensuring preservation, conservation, image copyright and inventory including appropriate insurance coverage.

QUALIFICATIONS:

- BA in Art History, Museum Studies, Arts Management or related field. Masters degree a plus;
- Professional experience in a museum, art space, or gallery as exhibitions manager and/or registrar;
- Excellent oral and written English communication skills;
Interest in Asian art and culture requested; Japanese language skills highly preferred; 
Superior attention to detail and organizational skills; 
Strong interpersonal skills and ability to work with diverse teams including artists; 
Creative and flexible to manage proposals from artists; 
Strong management and analytical problem-solving skills. Must be able to multitask and prioritize projects; 
Computer proficiency including File Maker and Vector Work.

To Apply: Email your resume and cover letter to the Director of Human Resources, at jobs@japansociety.org.

Founded in 1907, Japan Society in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. For more information, visit our website http://www.japansociety.org.

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.