



Residencies and Exhibitions Manager

Artpace San Antonio is a nonprofit residency program which supports regional, national, and international artists in the creation of new art. As a catalyst for artistic expression, we engage local communities with global art practices and experiences.

The Residencies and Exhibitions Manager is a full-time, salaried position. Artpace's regular workday is 9:00am to 5:00pm, Monday–Friday. Additionally, this position requires certain evenings and weekends for artists' projects, openings, lectures, and other public events. The Residencies and Exhibitions Manager reports to the Director. This position has generous benefits, including paid leave, shared health care, a 401k plan, holidays, and a positive work environment. The salary range for this position is \$50,000 to \$55,000.

The Residencies and Exhibitions Manager works directly for the Director to provide management of exhibitions and residencies with detailed planning and clear communication for Artpace's resident and exhibiting artists. This position is responsible for organizing, scheduling, budgeting and expenses, installation, deinstallation, and return shipping of exhibitions at the highest standards while maintaining the organization's reputation of excellence. The Residencies and Exhibitions Manager should excel in communicating artists' ideas in written and verbal forms as well as coordinate the duties of Artpace's studio staff members and contractors. They will work creatively, strategically, and be flexible, with good social skills, and must be able to manage multiple exhibitions and projects with overlapping deadlines. The ability to work with artists to interpret their designs and ideas without altering or influencing their decisions in any way while adhering to firm budgets and timelines is key.

Job Responsibilities:

- Review and manage program calendars and deadlines for International Artists-in-Residence, Residency guest curators, curatorial residents, writers-in-residence, sponsored residencies, and exhibitions in Hudson Showroom and Main Space Galleries
- Manage and plan public programs related to residencies and exhibitions including openings, talks, and special programs
- Follow and account for annual departmental budgets, including exhibitions, residencies, and some public programs related to the residency programs
- Oversee and manage process for international artists to apply for a US work Visa
- Manage online 'Open Call' system and lead the scheduling and escorting of curators to studio visits throughout Texas with key staff
- Manage and clearly communicate artist, curator, and exhibition agreements, reimbursement, and payment schedules
- Review and manage loan forms and artwork checklists in coordination with studio staff



- Lead development of in-gallery resources and interpretive materials designed for various audiences, such as gallery notes and coordinating their Spanish translations
- Provide support for other Artpace projects and ventures as directed by Director
- Supervise Archive and Programs Associate who provides support to the Residencies and Exhibitions Manager

Key Skills and Strengths:

The key skills required for success include the ability to work collaboratively, communicate clearly and diplomatically, schedule and budget accurately, and think creatively about value engineering and problem solving for artists' installations and exhibitions. Successful candidates will have the ability to work effectively with artists, colleagues, the general public, interns, volunteers, board members, and outside contractors. This position requires high energy, discretion, being outgoing and engaging, and dedication to Artpace's mission to serve artists and engage local communities with global art practices and experiences.

- Strong knowledge of current contemporary art world practices
- Confident public speaking and presentations
- Excellent verbal and written communication skills
- Strong understanding of a range of traditional and non-traditional processes, techniques, art mediums, and materials
- Demonstrable experience understanding, developing, and managing projects with firm budgets
- Highly organized and adept with spreadsheets and databases
- Proven ability to read and understand schematic and construction drawings
- Ability to manage artist and exhibition agreements
- Must have a valid driver's license with excellent driving record and ability to pass background and credit checks
- Excellence in a Mac-based work environment; Microsoft Office 365 (Outlook, Teams, Planner), BOX online server or comparable cloud storage, and virtual meeting systems (Zoom)

Artpace provides a comfortable work environment, office space with free parking, a computer, use of Artpace email for official business, and access to physical and digital files. Working in the office and on site is required.

Artpace San Antonio provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. Artpace's commitment Diversity, Equity, Accessibility, and Inclusion guides all aspects of Artpace, including our residencies and exhibitions.

To apply please email with a PDF of a resume, a letter of interest, a sample of a recent writing, and three (3) references, who have worked with the applicant, to employment@artpace.org. The deadline is August 9 or until Artpace has a diverse pool of applicants.