

LESLIE – LOHMAN MUSEUM OF ART

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multifaceted queer perspectives. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences.

EXHIBITIONS COORDINATOR

Employment type: At-will

Reports to: Associate Curator/Exhibitions Manager

Employment status: Full-Time, non-exempt position

Salary range: \$52,000 - \$55,000 annually

ABOUT LLMA

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multi-faceted LGBTQIA+ perspectives – serving as a home for queer art, artists, scholars, activists, and allies, and a catalyst for discourse on art and queerness. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences. Through annual exhibitions, public programs, educational initiatives, artist fellowships, and a journal, LLMA forefronts the interrelationship of art and social justice for LGBTQIA+ communities in NYC and beyond. Our collection includes over 25,000 objects spanning three centuries of queer art.

LLMA was born in the spirit of liberation, amongst widespread battles for civil rights. Our co-founders put on their first exhibition of gay artists in 1969 in their SoHo loft; a radical and dangerous act when sharing this work publicly was still illegal. In 1987, during the AIDS pandemic, and in the face of political vilification, the institution became the first-ever nonprofit with “gay” in its name. In 2016, Leslie-Lohman became an accredited museum. This formal change helped us move from a foundation centered around gay, white, cis-male identity to becoming an inclusive home for LGBTQIA+ art, artists, and community. LLMA is at a critical inflection point in our story and poised for significant growth. While the hallmarks that informed LLMA’s beginnings—creativity, inclusion, and activism—continue to serve as guideposts for the future, the new Executive and Curatorial leadership are intent on amplifying our legacy through radical thought-leadership and support of new artist-led activities. Our aim is to center inspiring queer narratives, celebrate humanity, and forefront dignity during this complex time of sociopolitical evolution.

JOB SUMMARY

The Exhibitions Coordinator for the Leslie-Lohman Museum of Art is responsible for supporting the Curatorial department in all aspects of the Museum's exhibitions planning and execution.

The Exhibitions Coordinator shall perform her/his/their duties in accordance with the regulations of the New York State Board of Regents, and when possible, the American Alliance of Museums. The Exhibitions Coordinator is expected to:

- Coordinate all aspects of exhibition production, working closely with the Chief Curator/Director of Exhibitions, Associate Curator/Exhibitions Manager, and Registrar.
- Liaise with artists, vendors, contractors, and other stakeholders, as well as members of the public as it relates to exhibitions implementation.
- Have a working knowledge of LLMA including its collections, exhibitions, history, culture, and constituents.

RESPONSIBILITIES INCLUDE:

- Track exhibition deadlines and deliverables, coordinating with work of outside curators, contractors, and vendors as necessary
- Draft artist and curator contracts, and work with Registrar to draft loan agreements
- Correspond with lending institutions, as needed
- Create and update exhibition and press checklists
- Enter exhibition records in database
- Assist with exhibition mockups through digital rendering
- Format wall labels
- Coordinate printing, framing, fabrication, A/V tech, and other art production as needed
- Coordinate printed materials for exhibitions
- Work with Registrar to determine deadlines for shipping and return of loaned artworks
- Perform research and creative problem-solving related to art production, fabrication, and object needs
- Research and purchase exhibition-related materials
- Assist in tracking expenses within set budgets
- Be on-site during installation and deinstallation periods for production or installation assistance
- Prepare exhibition information packets for Visitor Experience team
- Perform other duties as needed

THE IDEAL CANDIDATE WILL POSSESS:

- Past experience (a minimum of two years preferred) with various aspects of exhibition production
- Strong project management skills; highly organized and detailed with an ability to multitask various projects and timelines
- Familiarity with Museum standards of care, display, documentation, and storage strongly preferred;
- Basic art handling experience;
- Proficiency with Microsoft Office suite (especially Word and Excel) and Google Workspace;
- Proficiency with Photoshop and Indesign (experience with SketchUp and other spatial design software a plus);
- Experience working collaboratively, and comfort working within a small team;
- Capacity for creative problem-solving;
- Passion for and deep knowledge of the Leslie-Lohman Museum of Art's mission and vision; commitment to the preservation of LGBTQIA+ art, histories, and cultures

This is primarily an in-office position. Some remote work may be possible when the exhibition schedule allows. There may be some work obligations during nights and weekends.

The Leslie-Lohman Museum of Art is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other status protected by the laws or regulations in the locations where we operate. The Leslie-Lohman Museum of Art will not tolerate discrimination or harassment based on any of these characteristics. The Leslie-Lohman Museum of Art encourages applicants of all ages.

The Leslie-Lohman Museum of Art strives to provide a welcoming environment to all visitors and applicants. We are located at 26 Wooster Street, New York, NY 10013 (between Grand Street & Canal Street). Five external steps lead to our entrance doors; a wheelchair lift is available by pressing the doorbell located on the sidewalk level near the lift. The galleries and offices are wheelchair-accessible, and a single-occupancy accessible restroom is located behind the visitor services desk; all restrooms are gender-neutral.

Please send a resume along with a cover letter addressing both your interest in LLMA and your qualifications for this position to jobs@leslielohman.org. All attachments should be in PDF format.