

RUBY CITY

Open Position: Manager of Collections & Exhibitions

Location: Ruby City - 150 Camp Street, 78204

Classification: Full-time, Exempt Salaried Position w/Benefits

About Ruby City

Ruby City, operated by the Linda Pace Foundation (LPF), is a contemporary art center in San Antonio, TX, dedicated to providing a space for the city's thriving creative community to experience works by both local and internationally acclaimed artists. Envisioned in 2007 by the late collector, philanthropist, and artist Linda Pace, Ruby City presents works from Pace's own collection of more than 1400 paintings, sculptures, installations, and video works. The building, designed by renowned architect Sir David Adjaye OBE is part of a larger Ruby City campus, which also includes Chris Park, a one-acre public green space named in memory of Pace's son, and Studio, an auxiliary exhibition space that presents curated shows and programming. Ruby City opened in October 2019 and is free and accessible to the public year-round.

Job Overview

Ruby City is seeking applications for the Manager of Collections & Exhibitions to oversee all aspects of preserving and exhibiting the permanent collection and as well as borrowed works. This position also acts as a coordinator of exhibition installations/deinstallations and any exhibition-related printed materials.

Qualifications

- Bachelor's degree in History, Art History, or Museum Studies.
- At least five years of experience as a Registrar or Collections Manager in a museum.
- Knowledge of American Alliance of Museums (AAM) standard museum principles and practices regarding art conservation and handling.
- Familiarity with collection management software, word processing, spreadsheet and database applications.
- Experience facilitating administrative and curatorial aspects of exhibition planning and installations.
- Ability to work independently, multitask and work with a team.
- Strong communication skills and attention to detail are necessary.
- Must pass background check.
- Drug free.

Responsibilities

Collections:

- Oversee the LPF's permanent collection and borrowed artworks.
- Implement and maintain a collections management policy.
- Craft facilities reports and loan agreements.
- Manage, maintain, and continue to digitize the collection's archives including a collection database and library database.

- Oversee all incoming and outgoing works of art including drafting responses to loan requests, scheduling transportation, overseeing packing and shipping, writing condition reports and coordinating with outside parties.
- Make environmental recommendations for all artworks on view and in storage as well as works that go on loan.
- Supervise conservation and preservation treatments.
- Manage and plan an annual collection related budget.
- Serve as liaison to Board of Trustees and Acquisitions Committee by scheduling meetings and helping to draft agendas, gathering relevant materials, and assisting with meeting follow-up.
- Serve as LPF representative, among others, on site during key institutional and programming events which may sometimes occur on weekends or after normal business hours.
- Other duties as assigned.

Exhibitions:

- Manage loans for exhibitions and all associated correspondence.
- Research on artists and artworks to support curatorial and editorial efforts.
- Serve as liaison to partnering institutions, artists or their representatives such as galleries to solicit information for exhibitions or any printed exhibition didactics to include updates on exhibitions and loans and sending images.
- Maintains action item checklist for implementing exhibitions in collaboration with all departments, including checklist of artworks.
- Provide oversight and access of art preparators to storage and exhibition spaces in collaboration with applicable LPF staff.
- Serve as LPF representative, among others, on site during exhibition preparation, installations, and de-installations which may sometimes occur on weekends or after normal business hours
- Project manages production of printed curatorial didactic materials (i.e., gallery guide/ brochure; wall labels) for exhibitions to include serving as liaison with graphic designer, printer, translator, and editor, etc.
- Assemble exhibition images, text, fonts, and logos necessary for website or designed materials and securing any necessary permissions.
- Proof, along with editor, published materials associated with collections and exhibitions subject matter, both printed and online.
- Other duties as assigned.

Salary

\$55,000 - \$65,000

Apply

Email cover letter with resume to dmorgan@rubycity.org and insert "MANAGER OF COLLECTIONS & EXHIBITIONS" in the subject line. This position is open until filled, no calls please.

LPF is an Equal Opportunity Employer and considers all candidates for employment according to their experience, talent and qualifications for the job, without regard to race, religion, color, national origin, gender, sex (including pregnancy), sexual orientation, age if over forty (40), disability if otherwise qualified to do the job, or any other characteristic protected by federal, state, or local law.