



## **Gallery Coordinator**

**Position Title:** Gallery Coordinator

**Reports to:** Program Officer and Curator, Arts & Culture

**FLSA Status:** Non-Exempt

**Salary:** \$25.00-\$30.00 / hour

**Commitment:** 15-20 hours / week

**Location:** Cambridge, MA

### **About Wagner Foundation**

Wagner Foundation's vision is a just and robust community where everyone is valued equally and can imagine, shape, pursue, and sustain the lives they wish to lead. In pursuit of this vision, the Foundation's mission is to confront the social and historical disparities that perpetuate injustice. We do this by accompanying organizations aligned with this goal, serving as advocates for change and convening thought leaders. Our focus on health equity and shared prosperity is balanced by a holistic approach which aims to develop and strengthen equitable systems throughout the world. Included in our vision is a belief that art, culture, and creativity are vital to personal well-being and a vibrant society. In its efforts, the Foundation welcomes creative solutions bringing communities together. It is committed to encouraging visionary individuals, as well as arts organizations that expand cultural access. The willingness to explore, ask questions, and support one another makes new solutions possible, transforming culture in the process.

We work diligently to understand challenges, work within systems, and balance immediate and long-term needs. This work is built on our organizational values of accompaniment, striving for equality, building trust, conscious listening, creative change, and leading together.

Please visit [www.wfound.org](http://www.wfound.org) to learn more about our work, methodology, and values.

### **Position Overview**

The Gallery Coordinator is a new, part-time position for the Foundation, to support the ongoing needs of the Wagner Foundation Gallery. Wagner Foundation Gallery, established at our offices in 2024, is an experimental exhibition space for contemporary art that addresses the role of arts in civic life and supports artists who transform our understanding of social change. As a foundation that funds at the intersection of Health Equity, Economic Prosperity, and Cultural Transformation across the globe, Wagner Foundation Gallery platforms artists that have critical



and catalytic perspectives on the issues confronting society that we and our partners seek to address. To that end, the gallery presents up to two exhibitions per year of local, national, and internationally renowned contemporary visual artists, organized by grantee partners, guest curators, and Wagner Foundation's Program Officer and Curator, Arts & Culture, Abigail Satinsky.

Working in direct partnership with the Program Officer and Curator, Arts & Culture, this position serves as a key connection point for producing high-quality exhibitions and exhibition-related programming. As a newly established Gallery, this position will help create and maintain operational systems to ensure a smooth and efficiently run exhibition process, communicating between artists, lenders, contractors, foundation staff and curators.

The ideal candidate for this position has a passion for Wagner Foundation's mission, has experience in an administrative or operational role in a gallery setting as well as experience planning events. This individual will be a creative thinker, able to balance multiple priorities in a fast-moving start-up environment, detail-oriented, a good communicator, and a willingness to jump in and build new skills as needed to support artists' visions and professional exhibition and programs.

The role will be hybrid with 5 hours/week in-person on Thursdays and as needed for tours/installations/exhibition programming with the rest of the work done remotely.

### **Primary Responsibilities**

The specific duties and responsibilities of this position include, but are not limited to, the following areas:

#### Project Management

- Create and maintain workflow timelines for exhibition schedules (2 exhibitions per year plus any special off-site projects) including schedules for installation, deinstallation, exhibition design, and any needed artist or program coordination.
- Coordinate distributing, completing and receiving loan forms from exhibiting artists, lending organizations, and/or institutions.
- Coordinate transport of artwork including shipping and receiving and be on-site for in-person receipt and/or shipment of work.
- Coordinate contractors as needed for installation/deinstallation including contract preparators, fabrication, condition reports, and exhibition signage and labels.
- Gather artwork information for checklist and preliminary label information.
- Serve as artist liaison for deadline reminders, coordination questions, and general questions.
- Onsite supervision with Curator for installation/deinstallation periods of 2 exhibitions per year.
- Coordinate exhibition-related gallery programming under supervision of Curator, including speaker outreach, scheduling and logistical preparation.



- Communicate exhibition and program information to Wagner communications staff for social media and website.

### Gallery Visitor Coordination

- Check and maintain gallery email to schedule gallery visitation during open hours of Thursdays, 12-5 PM.
- Research and outreach to potential academic or community groups for on-site tours and conduct outreach for visits.
- Conduct visitor tours for scheduled visits on Thursdays.

### **Candidate Profile**

You will be a strong candidate for the Gallery Coordinator position if you possess many, though likely not all, of the following attributes and competencies:

#### *Passion and Commitment*

- A passion for Wagner Foundation's mission and a commitment to advancing its goals of art and social justice
- Commitment to the highest standards of ethics, integrity, and inclusiveness
- Commitment to realizing artist and curatorial visions at the highest professional standards, and creating environments for dialogue and open exchange

#### *Experience*

- Minimum 3 years of experience working in gallery operations and public art programs
- Knowledge of contemporary art
- Knowledge of gallery procedures, objectives, and guidelines
- Knowledge of or willingness to learn how to use audio-visual equipment, such as televisions, projectors, and media players
- Knowledge of or willingness to learn registrar skills including condition reporting
- Knowledge of condition reporting for artworks on loan a plus but not required

#### *Skills and Abilities*

- Strong communication skills with the ability to talk to a wide range of people
- Strong project management skills including prioritizing tasks, executing deliverables and meeting concurrent deadlines
- Demonstrated capacity to take initiative and operate effectively on an independent basis

#### *Culture and Environment Fit*

- Collaborative spirit and ability to adapt in a dynamic environment
- Good listener, who is curious and thrives on sharing ideas and receiving feedback
- Interest, comfort, and strength working in a small, dynamic organization with a start-up orientation
- Experience with communicating effectively and maintaining positive work environment with a broad range of stakeholders on a shared project

## **Commitment & Compensation**

- Gallery Coordinator reports to the Program Officer and Curator, Arts & Culture
- Gallery Coordinator is expected to work 15-20 hours/week
- The role will be hybrid with 5 hours/week in-person on Thursdays at the Foundation's office in Cambridge, MA and as needed for tours/installations with the rest of the work done remotely
- Compensation will be paid \$25.00-\$30.00 hourly commensurate with experience minus withholdings required by law or authorized by the individual
- Please note that, as a part-time employee, the Gallery Coordinator will not (except as otherwise required by law) receive any of the employee benefits to which employees are entitled, including, but not limited to, medical insurance, dental insurance, long-term or short-term disability, and life insurance
- Gallery Coordinator must have existing authorization to work in the United States

## **Diversity and Inclusion**

Wagner Foundation is committed to creating an inclusive and respectful environment where diversity thrives. We believe that everyone has a unique story to tell, and these stories enrich our understanding of the world.

We seek candidates who bring diverse experiences, perspectives, and backgrounds. We particularly encourage applications from individuals who are underrepresented in the field, including but not limited to individuals from underrepresented ethnic or racial groups, LGBTQ+ individuals, individuals with disabilities, and those from disadvantaged socioeconomic backgrounds.

We recognize that diversity and inclusivity make us stronger and help us better confront the societal disparities we seek to rectify. Our commitment to diversity and inclusion is a core component of our mission and our work.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

## **COVID-19 Vaccination Requirement**

All current Wagner Foundation employees are required to be vaccinated for COVID-19, and we will require any new employees to be fully vaccinated by date of hire as well, absent a medical or religious accommodation as approved by the Deputy Director.



## **Application and Selection Process**

1. Application Submission: Interested candidates are invited to submit a resume and cover letter to [hr@wfound.org](mailto:hr@wfound.org) with the subject line “Gallery Coordinator Position”.
2. Applications will be reviewed on a rolling basis with a deadline of December 4<sup>th</sup>.
3. Screening calls and first round interviews will be conducted on zoom with final interview conducted in person.

We appreciate the time and effort all applicants put into their applications.

For more information about Wagner Foundation, please visit [www.wfound.org](http://www.wfound.org).