



## JOB POSTING: EXHIBITIONS COORDINATOR

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### ORGANIZATION

Humanities Texas advances history, culture, and education. As the state affiliate of the National Endowment for the Humanities, we conduct and support public programs in history, literature, philosophy, and the other humanities disciplines. These programs strengthen Texas communities by cultivating the knowledge and judgment that representative democracy demands of its citizens.

### EXHIBITIONS COORDINATOR

Humanities Texas public programs offer Texans opportunities for learning and reflection, stimulate civic awareness, and ensure that the state's cultural and intellectual resources are accessible to a broad audience. Traveling exhibitions comprise one of our signature public programs. The goal of this program is to provide high-quality, affordable resources on a variety of humanities topics to cultural and educational institutions throughout Texas and the nation.

The exhibitions coordinator will report to the Humanities Texas director of programs and communication and will work closely with other staff. The exhibitions coordinator should be highly organized, efficient, and detail oriented. They should be able to work independently as well as part of a team; relate comfortably to a broad spectrum of people; and communicate with potential renters, venues, suppliers, and contractors.

This full-time position features an excellent benefits package, including health, dental, life, and disability insurance and a 403b retirement plan.

### SPECIFIC RESPONSIBILITIES:

- Coordinate all aspects of traveling exhibition circulation—including booking, shipping, and invoicing—using in-office Filemaker Pro database.
- Maintain inventory of physical exhibitions and related digital records.
- Regularly monitor and assess the condition of traveling exhibitions.
- Promote exhibitions across the state and nation in order to increase annual circulation.
- Coordinate migration of exhibitions records to new database.
- Assist exhibition venues with program publicity.
- Handle purchasing and maintain inventories of program-related supplies.
- Update Humanities Texas website with program-related information.
- Collect venue final reports and compile program-related statistics.
- Prepare reports for compliance and for meetings of the Humanities Texas board.
- Work with exhibitions curator to manage rights and reproduction and loan agreements with partner institutions.
- May be asked to assist with cleaning, installing, and maintaining traveling exhibitions and/or to conduct condition reporting.

The position will require some general administrative responsibilities; occasional weekend work; in-state travel; and, at peak periods, support of other Humanities Texas programs.

### MINIMUM REQUIREMENTS

- BA/BS degree museum studies, art history, public history, or related humanities field.
- Experience with collections management or exhibitions coordination.

- Familiarity with best practices for handling art and artifacts.
- Demonstrated ability to manage multiple tasks, prioritize responsibilities, maintain deadlines, and produce high-quality work.
- Excellent written and verbal communication skills.
- Strong research and editing skills.
- Ability to work collegially with fellow staff and to establish service-oriented, helpful relationships with Humanities Texas partners and constituents.
- Interest in and enthusiasm for the humanities, particularly public humanities programming.

#### **PREFERRED QUALIFICATIONS**

- Some Spanish language fluency.
- Familiarity with cultural and educational organizations in Texas.
- Experience with Filemaker Pro, Adobe Creative Suite, Microsoft Office, and online content management systems.

#### **HOW TO APPLY**

Please email resume, cover letter, and names of three professional references (all in PDF format) to [jobs@humanitiestexas.org](mailto:jobs@humanitiestexas.org) and specify “exhibitions coordinator” in the email subject line. Preliminary review of applications will begin immediately.

Humanities Texas is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is, thereby, inclusive in its employment practices. Humanities Texas is also following local and CDC guidelines regarding COVID practices and is currently working remotely. When it is deemed safe to do so, staff will return to the office.

Posted 5/27/22; open until filled.