

Department Overview

The Exhibition Department is responsible for exhibitions in Aperture Gallery, located in Chelsea, as well as handling the foundation's extensive program of traveling exhibitions. The Director of Exhibitions Management works with the members of the senior staff to create exhibitions that complement and build upon Aperture's book and magazine programs. In addition, we may partner with other institutions to show non-Aperture exhibitions. All exhibitions created internally or externally are managed through this department. The Exhibitions Manager's tasks include (but are definitely not limited to!) corresponding with artists about their exhibitions; selling the traveling exhibitions to venues worldwide; and making sure everything looks just right on the walls in the Aperture Gallery.

What You Can Expect to Learn

- Knowledge of international museums through research for the traveling exhibitions program
- Marketing and communication skills
- Registration skills such as art handling, gallery preparation packing, and shipping
- Exhibition installation and design skills—for example, spatial conceptualization, sequencing of objects, creation of wall texts and handouts

Departmental Duties

- Assist with installation and de-installation of exhibitions at Aperture Gallery
- Create exhibition checklists, text panels, and accompanying handouts for exhibitions
- Develop targeted lists to which to pitch traveling exhibitions
- Organize and update materials for traveling exhibitions
- Assist with Summer Open and Portfolio Prize customer service
- Help to maintain the organization and cleanliness of the exhibition prep area

General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term) and Spring Party (Spring term)
- Participate in jurying the Aperture Portfolio Prize (Fall term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

Requirements

It is recommended to have a working grasp of the photographic field as well as the ability to do light manual labor and lift a minimum of thirty pounds.