Aperture Work Scholar Program Position Description
Exhibitions

Department Overview
The Exhibition Department is responsible for 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. 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 all touring exhibition venues.

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
- Budgeting of exhibition production and managing production timeline
- Contractual obligations of touring exhibition venues

Departmental Duties
- Assist with installation and de-installation of art
- Assist with packing and crating of art
- Create exhibition checklists, text panels, and accompanying handouts for exhibitions
- Research and develop targeted lists to which to pitch traveling exhibitions
- Organize and update marketing materials for traveling exhibitions
- Update exhibition website and curator/museum database
- Outreach to curators through email communication and Mailchimp marketing platform

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
- 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 and Spring Party
- Participate in jurying the Aperture Portfolio Prize (Spring 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.