



**Position Title:** Exhibition Project Manager  
**Department:** Curatorial and Collections  
**Location:** Santa Fe, NM  
**Pay Range:** \$56,000 - \$60,000  
**Hours:** Full-Time, Exempt

### **Position Summary**

The Exhibition Project Manager is responsible for managing interdepartmental efforts to successfully develop and implement exhibitions and installations for a new Museum scheduled to open in 2028, for existing Museum spaces, as well as for the development of an immersive storytelling experience that will complement the New Museum. In addition to managing multiple complex, overlapping projects and facilitating interdepartmental communication, the Exhibition Project Manager will handle essential administrative tasks such as scheduling and facilitating meetings, taking and distributing notes, tracking action items, maintaining exhibition and installation calendars, coordinating with internal and external stakeholders, and managing project-related invoices. The Exhibition Project Manager is key contributor to the Museum at this exciting and intentional time of growth.

Responsibilities include but not limited to

- Provide project management for temporary exhibitions, collections gallery projects, and immersive storytelling experience development, with the ability to connect the big picture to day-to-day logistics.
- Develop, communicate, and manage project workflows and timelines in alignment with organizational processes.
- Assist in establishing and maintaining organizational processes for internal and external project stakeholders.
- Support the implementation of tools to aid in exhibition and project management and provide leadership in improving exhibition processes and inter-departmental communication.
- Identify challenges within project execution and collaboratively work towards solutions.
- Provide support in developing and managing budgets, tracking expenses, and re-forecasting expense projections when needed.
- Facilitate inter-departmental meetings to support realization of project goals, develop agendas, and take and distribute meeting notes that clearly communicate action items, responsibility for deliverables, and decisions made.
- Support curatorial gatherings including assisting with scheduling, space planning, meal arrangements, collaborator travel planning, etc.
- In collaboration with key internal stakeholders, contract, schedule and manage outside vendors.
- Process approved project-related invoices and payments.
- Maintain and archive project files according to best practices.
- Contribute to the planning of the New Museum and the efficient function of New Museum project teams.

- Provide direct administrative support to the Director of Curatorial Affairs as needed.
- Serve as organizational point-person on project management systems.

#### **Special Projects or Additional Duties**

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

#### **Background and Qualifications**

- 3 Years – Project management experience – Required
- Degree in museum studies, arts administration, business, or relevant experience – Preferred
- 1 Year – project Management in Museums – Preferred

#### **Skills and Abilities**

- Strong Knowledge of Project Management best practices and tools
- Excellent communication, organizational, and record-keeping skills
- Proven ability to be an efficient and detail oriented multi-tasker, who can work both independently and as well as diplomatically as part of a team
- Familiarity with museum operations

#### **Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

*The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

Applicants must be authorized to work in the US for any employer, without needing sponsorship.