



JOB DESCRIPTION: EXHIBITION AND PROGRAMMING ASSOCIATE

About the Wende Museum

The Wende Museum was founded in 2002 to preserve the art, culture, and history of the Soviet Bloc countries, inspire a broad understanding of the period (1945–1991), and explore its enduring legacy. Housed for more than a decade in an office park, the Wende moved in November 2017 to an expansive new campus, the iconic former National Guard Armory Building at 10808 Culver Boulevard in Culver City. The Wende's collection encompasses more than 100,000 holdings, ranging from consumer products to fine art, political symbols, audiovisual materials, spy equipment, posters, ephemera, commemoratives, books, archives, and personal histories.

Named for the transformative period leading up to and following the fall of the Berlin Wall in 1989, the Wende promotes rigorous scholarship, educates students, and stimulates general interest through lectures, symposia and publications; illuminates the past and informs the present through creative collaborations with contemporary artists and designers; and challenges and engages the public through experimental exhibitions and interdisciplinary programming inspired by the collection. The museum is a 501(c)3 non-profit organization.

Exhibition and Programming Associate

Responsibilities Summary

The Exhibition and Programming Associate position offers critical support to advance the museum's mission and growth.

- Supports all practical aspects of exhibition planning and installation
- Creates detailed exhibition schedules
- Creates and maintains object lists working with the museum's database
- Creates 3-D exhibition design models and adjust them as plans evolve
- Supervises the production and fabrication by contractors, vendors, art handlers, and other contributors to the construction and installation process
- Organizes external loans
- Creates detailed installation guides
- Creates exhibition-related education guides
- Supports exhibition-related docent training
- Supports the development of programming activities
- Establishes and maintains contacts with potential speakers and performers
- Supports all practical aspects of programming

Full-time staff position, Monday – Friday, 10 am – 6 pm, occasional evenings and weekends

Salary: \$40,000, with medical/dental benefits

Position is available November 2018

Deadline to apply: October 15, 2018

Questions: email Chief Curator and Director of Programming Joes Segal at jsegal@wendemuseum.org

To apply: submit resume and brief cover letter to Joes Segal at jsegal@wendemuseum.org

Qualifications

Ideal candidate

- Highly organized
- Detail-oriented
- Diligent and dedicated
- Able to multi-task a variety of activities, prioritizing conflicting needs
- Resourceful problem solver
- Proactive self-starter able to follow projects through to completion
- Able to work under pressure and meet deadlines
- Able to work effectively independently and also as a positive team player
- Able to demonstrate emotional maturity and strong interpersonal skills

Skills and Experience

- BA in relevant academic discipline (History, Art History, Museum Studies, Cultural Studies, Anthropology, etc.)
- Strong writing and communication skills
- Experience with collection handling
- Experience with exhibition design
- Experience with typography and print preparation
- Experience with working with vendors to oversee the production of materials
- Understanding of ADA guidelines
- Strong computer skills
 - Advanced expertise in Microsoft Office Suite
 - Advanced expertise in a variety of Adobe design programs
 - Experience with exhibition design software (SketchUp)
 - Experience in working with museum database programs
- Valid California Driver's License and reliable automobile with insurance coverage for use on the job