

## DESCANSO GARDENS JOB DESCRIPTION

Position: Exhibitions Coordinator  
Department: Education and Exhibitions  
EEO Category: Administrative  
Reports To: Director of Education and Exhibitions  
Status: Full Time, Non-exempt, 40 hours weekly

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### **JOB DESCRIPTION:**

Under the direction of the Director of Education and Exhibitions, the Exhibitions Coordinator works to create dynamic, visually arresting, and thought-provoking exhibitions in the Sturt Haaga Gallery, the Boddy House and other garden spaces to advance Descanso Gardens' mission and enhance the guest experience. This position supports all stages of exhibition development, including design, project management, installation, deinstallation and evaluation. In collaboration with other staff, this position coordinates exhibition related staff and volunteer trainings, programs, internal and external communications, and ongoing exhibition maintenance. This position is highly visible, working directly with guests, volunteers, donors, and members of Descanso Gardens in addition to working with internal and contracted team members including artists and curators.

### **JOB CLASSIFICATION:**

This is a full-time (40 hour/week) non-exempt position. At time of hire, the general schedule is Tuesday through Saturday, 8:30 am – 5:00 pm, though evening or additional weekend hours may be required, depending on the needs of the organization.

### **DUTIES and RESPONSIBILITIES include but are not limited to:**

- Work with the Director of Education and Exhibitions to coordinate large scale exhibitions/installations in the Sturt Haaga Gallery, Boddy House, and other garden locations from concept, design, and project management, through delivery and evaluation.
  - Play a key role in cultivating and maintaining strong relationships with guest curators, cultural institutions and other mission-aligned organizations to ensure meaningful collaborations and produce exhibitions of diverse subject matter and approach.
  - Assist with the Exhibition and Engagement Roundtable.
  - Help with project management of exhibitions. Communicate with curators, artists, external designers, fabricators, printers, shipping companies, installers and interactive developers for the development and production of exhibitions.
  - Maintain and execute budget documents, exhibition project schedules, contracts, loan agreements.
  - Facilitate exhibition care protocols, such as condition reports, safe handling and storage, and appropriate display.
  - Collaborate with the Marketing Department to ensure successful promotion of exhibitions and their affiliated programs, including press releases, catalogues, brochures, Bloomberg app and social media content, and other promotional materials.
  - Collaborate with the Department of Education and Public Programs to design and/or implement exhibition-related programs, such as tours, artist talks, panel discussions, arts education programs, workshops, and any other relevant programs.
  - Coordinate curriculum development for docent and staff training; present talks or secure speakers and presenters as needed for exhibition training sessions.
  - Assist with content for grant applications and reports.

- Assist with exhibition supervision and maintenance.
- Support and coordinate exhibition volunteers, including on-boarding new volunteers, facilitating meetings, and coordinating trainings.
- Participates in exhibition evaluation and strategic planning for the Education and Exhibitions department.
- Conducts exhibition tours as assigned.
- Other duties as assigned.

**QUALIFICATIONS and REQUIREMENTS:**

- A minimum of 2 years of experience in exhibition design, production, or management preferred.
- At least 1 year of experience in museum, gallery or cultural institution environment preferred.
- Experience with art shipping and installation is preferred but not required.
- Must possess excellent interpersonal and communications abilities to build effective, collaborative relationships within and outside of Descanso Gardens Foundation.
- Effective oral and written communication skills, including presentation skills with the ability to interact with employees at all levels of the organization as well as with external contacts and general public.
- Excellent organizational, planning, and problem-solving skills and the ability to prioritize multiple projects with overlapping timelines.
- Ability to respond flexibly and well in a dynamic work environment.
- High degree of discretion and sense of appropriateness. Ability to manage sensitive information, including contractor agreements and payment information and personnel information, responsibly and respectfully.
- It is essential that the candidate supports inclusion, diversity, equity and access goals and has experience working with related ideas and initiatives.
- Self-starter with strong organizational skills who can work independently as well as collaboratively with staff and external constituents.
- A valid CA Driver's License is required.
- Must be willing to work flexible hours based on the operational needs of the department.
- Bilingual preferred, but not required.
- Experience working with volunteers preferred but not required.

**EQUIPMENT USED and PHYSICAL DEMANDS:**

This position requires the use of computers, standard office equipment including photocopies, printer, hand-held (two-way) radio, projectors, and a golf cart.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work both indoors and outdoors as required.
- Exposure to various noise levels on a daily basis.
- Ability to work extended periods of time both walking and/or standing.
- Must be physically able to walk to various locations within the Gardens, which are not accessible via motor vehicle, and must be able and willing to work outside in all weather conditions.
- This position occasionally requires lifting of up to 30 pounds.

**COMPENSATION:** Up to \$22 per hour

*Education Programs Coordinator*

*Job Description*

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**TO APPLY:** please send a cover letter and resume to [jobs@descansogardens.org](mailto:jobs@descansogardens.org) with the subject line "Exhibitions Coordinator 2025"

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee and applicant will be considered on the basis of individual ability and merit, without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, pregnancy, national origin, marital status, physical disability, mental disability, medical condition, genetic information, protected military or veteran status, or any other characteristics.