Title: Project Manager

Department: Exhibitions & Programs

Description:
MoMA PS1 seeks a full-time Project Manager with a focus on Exhibitions production to support the robust exhibition activity of the museum, overseeing and implementing all aspects of the exhibition planning process. Reporting to the Director of Exhibitions, the Project Manager works in close collaboration with the Curatorial department to coordinate the planning and implementation of exhibitions, special projects and programs. This will include liaising with artists, galleries, lenders, vendors and organizations involved in exhibitions and related programs. The Project Manager administers the department’s timelines and contributes to the master programming calendar.

Responsibilities:
- Coordinates exhibitions and special projects within the context of MoMA PS1’s robust programs, overseeing and implementing all aspects of the planning process.
- Prepares and implements timelines for exhibitions and special projects, guiding the planning process simultaneously for several exhibitions at various stages of development.
- Supports and updates museum calendars, managing project specific and master programming calendars.
- Convenes meetings, sends out meeting notes, and follows through on next steps
- Works with the Director of Exhibitions in drafting and negotiating necessary legal agreements, such as contracts and waivers.
- Oversees exhibition budgets; tracks expenses and processes invoices related to each project.
- Oversees exhibition and artwork production; may include fabrication, sourcing materials, supplies and vendors for special projects, including framing and mounting.
- Works closely with MoMA PS1’s complete exhibition production team (curators, registrars, designers), and provides exhibition information and budget details to several departments, including Development, Public Programs, Communications, Operations, Security, and others as needed.
- Any other duties reasonably related to the functions describe above.
- May oversee tasks assigned to seasonal intern

Requirements:
- Bachelor’s degree, master’s degree in arts administration or museum studies preferred
- Two years of experience in exhibition coordination or project management, preferably in an arts, culture, and/or nonprofit environment, is required; five years preferred.
- Exceptional organizational skills and attention to detail.
- Ability to efficiently manage several exhibitions and projects simultaneously.
- Experience in working with evolving deadlines and changing priorities.
- Outstanding interpersonal, written, and verbal communication skills.
- Proven diplomatic problem-solving capabilities.
- Ability to form and maintain successful working relationships with museum staff, artists, lenders, tour venues, and other external contacts.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other standard office procedures and equipment.
- Knowledge of 21st century art strongly preferred.
To Apply:

Please send your resume and cover letter to employment_ps1@moma.org and include either “Project Manager” in the subject line.

Be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1.

MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

For more information about MoMA PS1, please visit https://www.MoMA.org/ps1.