



## SAINT-GAUDENS MEMORIAL

### EXHIBITIONS COORDINATOR

Position listing for 2021-22

#### **The Saint-Gaudens Memorial**

The Saint-Gaudens Memorial is a nonprofit organization incorporated in 1919 to promote the legacy of the American sculptor Augustus Saint-Gaudens (1848-1907) and to preserve his home, studios, grounds, and collections in Cornish, New Hampshire. That property is now the Saint-Gaudens National Historical Park, a unit of the National Park Service, open to the public seasonally from late May to late October. The Saint-Gaudens Memorial continues as an active partner with, and advocate for, the Saint-Gaudens National Historical Park through temporary exhibitions, Sunday afternoon concerts, artists' fellowships, and educational programs.

#### **The Exhibitions Program**

The Saint-Gaudens Memorial has presented art exhibitions at the park since 1948. Though sometimes historic in content, most of the exhibitions feature contemporary art as the Saint-Gaudens Memorial seeks to provide visitors with insights into the evolution of artistic expression over the time and, more generally, to promote sculpture, the arts, and the creative legacy of Augustus Saint-Gaudens.

The Saint-Gaudens Memorial generally sponsors two-three exhibitions per season installed in the Picture Gallery or occasionally on Saint-Gaudens National Historical Park grounds. One of the exhibitions features the work of the Saint-Gaudens Fellow from the preceding year (chosen by the Saint-Gaudens Memorial Fellowship Committee) and the other exhibitions are selected by the Saint-Gaudens Memorial Exhibitions Committee. The committee includes Saint-Gaudens Memorial Trustees; the Saint-Gaudens National Historical Park Superintendent and/or Curator as advisors; and, from time to time, other advisory members.

#### **Position Description and Responsibilities**

The Exhibitions Coordinator is an independent contractor who serves as a consultant to the Saint-Gaudens Memorial. The position is part time, with the heaviest concentration of work in the spring, summer, and early fall. The Exhibitions Coordinator works with the Exhibitions Committee and reports directly to its Chair, a Saint-Gaudens Memorial Trustee, and the Saint-Gaudens Memorial Executive Director. The Exhibitions Committee meets several times a year in person and by conference call, including monthly check-ins. The Exhibitions Coordinator works with members of the Committee and assists in coordinating with Saint-Gaudens National Historical Park staff as required.

Saint-Gaudens Memorial Exhibitions Coordinator Contract 2020-21

The Exhibitions Committee acts on behalf of the Saint-Gaudens Memorial, which sponsors the exhibitions program, engages with the Exhibitions Coordinator, and ensures that content of the programming is appropriate to the overall mission and work of the Saint-Gaudens Memorial and the Saint-Gaudens National Historical Park.

The Superintendent and other staff at the Saint-Gaudens National Historical Park must be included in communications as needed, especially regarding logistical issues, but they do not approve programming content. Except for those day-to-day logistical matters, communication with the Saint-Gaudens National Historical Park goes through the Saint-Gaudens Memorial, specifically the Exhibitions Committee Chair and/or the Executive Director.

Responsibilities of the Exhibitions Coordinator can be found in the Exhibitions Manual (2020), which is the overriding document and is incorporated as a reference here. They include, but are not limited to, the following:

- Attend meetings of the Exhibitions Committee and provide input on candidates for, and the selection of, exhibitions.
- Meet and/or communicate, as required, with the Committee Chair and Executive Director, as well as the Saint-Gaudens National Historical Park Superintendent, Curator, and Facility Manager. A monthly call is held between some or all of these stakeholders to facilitate planning.
- Maintain ongoing and professional communication (in person, phone, email, and formal letters and contracts) with artists from the time of their selection through the close of their exhibitions the following season in order to:
  - a) confirm dates and work on a scheduling timeline in preparation for exhibitions;
  - b) provide assistance in determining the appropriate scale and content of their shows;
  - c) send, or have the Executive Director send, and execute exhibition and loan agreements;
  - d) collect information and images for invitations, catalogs, press releases, and website prior to deadline.
- Complete and maintain all exhibition documentation, including condition reports and photo documentation of all art loans.
- Install and de-install the exhibition, in cooperation/consultation with the artist, the Saint-Gaudens Memorial Exhibitions Committee chair, and Saint-Gaudens National Historical Park Facility Manager (and occasionally Curator).
- Arrange meetings between exhibiting artist(s) and Saint-Gaudens National Historical Park rangers and staff during installation so that they are familiar with exhibition content.
- Work with the Chair, Executive Director, and Saint-Gaudens National Historical Park Superintendent to get input and approvals, including dates for openings;

### Saint-Gaudens Memorial Exhibitions Coordinator Contract 2020-21

receptions and artists' talks; exhibition content; delivery and pick-up of artwork; text, images, and layout of brochures and invitations.

- Receive, write, and edit materials for publication (exhibition brochures, press releases, and online content) or liaise with individual who is providing that written content; and coordinate design and print details for such publications with graphic designer.
- Keep a Saint-Gaudens Memorial list of arts-related press updated, and work with Executive Director to publicize exhibitions through dissemination of press announcements and event information, as well as to the local e-mail calendar (Cornish Connect).
- Provide information and images for current and upcoming exhibitions to Executive Director to update content on the Saint-Gaudens Memorial website.
- Maintain contact with Saint-Gaudens National Historical Park staff for approvals for out-of-the-ordinary installation requests/needs (e.g., placement and installation of art on the grounds, modification to Picture Gallery walls/structure, etc.).
- Arrange, through the Executive Director for additional insurance coverage for exhibitions, as needed.
- Organize artist's talks, and receptions (food, beverage, host, set-up, clean-up) as needed.
- Maintain a digital archive of artwork by exhibiting artists, including images of works in the gallery during the exhibition, and documents. The archive for each season will be stored in the Saint-Gaudens Memorial Dropbox and on a thumb drive for the Park.
- Provide the Executive Director, and Saint-Gaudens National Historical Park with copies of all printed materials and give the Saint-Gaudens Memorial a copy of guest book comments.
- Collect comments from each artist about their experience; things that were positive as well as things that might be improved.
- Work with the Exhibitions Committee Chair and Executive Director to keep the exhibitions program on budget.

### **Term and Compensation**

The term of this contract is twelve months, from November 1, 2021 (or when the position is filled), to October 31, 2022. The term may be extended by agreement of the parties; the Saint-

Saint-Gaudens Memorial Exhibitions Coordinator Contract 2020-21

Gaudens Memorial will give at least one month's notice before the end of the term if it wishes to extend the contract.

The compensation for the Exhibitions Coordinator position for this term is \$9,000.00 to be paid in twelve equal monthly payments of \$750.00. Engagement will be as an independent contractor, rather than as an employee of the Saint-Gaudens Memorial.