

Carpenter Center

School: Faculty of Arts and Sciences

Department: Art, Film, and Visual Studies

Center: Carpenter Center for the Visual Arts

Location: Cambridge, MA

Work Format: Hybrid (partially on-site, partially remote)

Employee Status: Harvard Temporary Employee (non-benefits eligible)

FLSA Status: Exempt

Time Status: Full-time (35 hours per week)

Duration: up to 6 months (January through July 2025)

Job Summary:

The Carpenter Center for the Visual Arts is hiring a Temporary, non-benefits eligible, Exhibitions Manager & Registrar for a 6-month temporary position beginning January 2025 through July 2025. Reporting to the Director of Administration, Department of Art, Film, and Visual Studies, and working closely with the Carpenter Center's Interim Director, this position is responsible for the management and implementation of exhibition and registration activities surrounding the Carpenter Center's changing exhibition program. The Temporary Exhibitions Manager & Registrar will manage all aspects of artwork loans to the exhibitions, working closely with lenders, artists, and their galleries on all loan and exhibition arrangements. This will include drafting, reviewing and negotiating loan and exhibition agreements, arranging fine arts insurance along with overall artwork risk management, and working with service providers including fine art shippers to coordinate logistics. Working with Carpenter Center exhibition and curatorial staff, this position will act as a project manager for exhibition projects including planning for, scheduling, and overseeing exhibition changeover activities, gallery preparations, and artwork installation/deinstallation. The Temporary Exhibitions Manager & Registrar will be a key part of the Carpenter Center team, working closely with all members of the Carpenter Center staff, as well as internal and external stakeholders.

Job Specific Responsibilities:

- Managing all aspects and logistics related to exhibition loans including loan requests, negotiations, contracts, and arrangements
- Collaborating with artists on exhibitions and the production of new artwork commissions
- Arranging for fine art packing and shipping including releasing/receiving artwork shipments
- Liaising with lenders, artists, galleries, and partner institutions
- Planning, scheduling, and overseeing exhibition changeover activities including gallery preparations and artwork installation/deinstallation
- Completing condition reports and packing notes
- Preparing paperwork to support exhibition activities such as loan and exhibition agreements, receipts, certificates of insurance, etc.
- Collaborating with partner institutions on exhibition tour arrangements
- Ensuring standards of best practices for art handling, movement, installation, packing, shipping, risk management, and insurance
- Tracking exhibition budgets and gathering estimates as needed

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- Managing the registration checklist
- Attending and participating in meetings and ongoing communications with internal and external stakeholders on a regular basis
- Providing general support related to the exhibition program and gallery operations
- Performing other duties as assigned

Basic Qualifications:

- Bachelor's degree required; Minimum of 5-years of experience working as an Exhibitions Registrar or in a similar position in an art museum, gallery, or arts organization.

Additional Qualifications and Skills:

- Master's degree or post-baccalaureate certificate in art history, arts administration, museum studies, or related field preferred
- Thorough knowledge of museum registration methods, standards of practice, policy, and procedures related to loans, art handling, fine arts shipping, and exhibitions
- Experience planning and managing exhibition installation and deinstallation schedules and logistics
- Hands-on experience working as a registrar in the gallery during installations/deinstallations
- Experience preparing and completing condition reports and packing notes
- Proven ability in tracking and preparing project budgets
- Experience drafting, understanding, and negotiating loan and exhibition contracts
- Familiarity with fine arts insurance
- Demonstrated ability to communicate effectively and diplomatically with external partners such as artists, lenders, or peer institutions
- Collaborative and conscientious approach to working with others in a team environment
- Flexible and creative problem solver
- Ability to be proactive, use independent judgment and initiative, and work well under pressure
- Well-organized, detail-oriented, and ability to prioritize and meet deadlines in a fast-paced environment
- Proficiency in Microsoft Office Suite, Adobe Creative Cloud, Dropbox, and ability to learn new computer applications

Must be able to lift up to 30 pounds. Must be able to stand, walk, carry, stoop, kneel, twist, squat, bend and reach overhead.

Pre-Employment Screening

Criminal Identity

About the Carpenter Center for the Visual Arts

Free and open to the public, Carpenter Center for the Visual Arts is the center for contemporary art and artists at Harvard University. Housed within Le Corbusier's only building in North America, the Carpenter Center was built in 1963 to accommodate the university's art and film studios alongside a dynamic exhibition program. Through exhibitions, public events, new commissions, publications, and

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residencies, the Carpenter Center is dedicated to artist-centered programming and building a vibrant community around contemporary art. This community is defined by an ethos of experimentation, diverse perspectives, and making connections across disciplines and fields. The Center's projects are enriched by the educational mission of a department of art, film, and visual studies, and the cultural resources of a large research university.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

To apply, please email your cover letter and resume to Communications and Administrative Coordinator, Laura Céré at laura_cere@fas.harvard.edu.

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