



## Head of Installation and Facilities

**Title:** Head of Installation and Facilities  
**Status:** Full-Time  
**Reports to:** Chief Curator and Executive Director  
**Supervises:** Part-time temporary exhibition crew

The Aldrich Contemporary Art Museum, located in Ridgefield, CT, is seeking a Head of Installation and Facilities to take a leading role in managing the exhibition spaces as well as the overall facilities of the organization. Founded by collector Larry Aldrich in 1964, today the Museum is a platform for artists at pivotal moments in their careers.

The position reports to the Chief Curator (on exhibitions) and Executive Director (on facilities) and works closely with the curatorial, publication, and administrative teams. The Head of Installation and Facilities is responsible for assisting artists, curators, galleries, and outside organizations in planning, implementing and realizing specific artists' projects for the Museum. He/She is responsible for recruiting, hiring, and managing the part-time temporary exhibition crew and hiring contractors and vendors associated with exhibition changes and maintaining the facilities. The Head of Installation and Facilities supports major Museum events and programs as needed, and provides consultation, and coordination of A/V needs of the institution. The Head of Installation and Facilities is also in charge of all aspects of facilities management.

Responsibilities will include, but are not limited to:

### Exhibition Planning

- Works directly with exhibiting artists on specific aspects of their exhibitions, such as material needs, installation labor, and AV needs.
- Initiates, organizes, and conducts planning meetings, develops agendas, and follows-up on logistics or issues related to exhibition planning both departmentally and interdepartmentally.
- Assesses exhibition materials and labor needs; develops timeline for procurement of materials and contractors/vendors.
- Develops and manages exhibition team project timelines, with responsibility for meeting deadlines in all phases of exhibition planning.
- Creates and manages digital archive of Museum's floor plans, galleries, and artist resources, including 3D renderings and architectural documents and site plans.
- Creates, manages, and oversees the installation budget, including labor, contracted labor and services, and exhibition materials. Is aware of curatorial budgets, creates reports, and tracks exhibition planning and implementation expenses in conjunction with Chief Curator, Registrar, and curators.

### **Exhibition Installation/Deinstallation/Artwork Maintenance**

- Recruits, hires, schedules, and manages part-time preparators for exhibition changes, defines and directs daily roles and responsibilities for crew during exhibition changes.
- Procures exhibition materials.
- Organizes and maintains the Museum's exhibition workspaces.
- Prepares artwork for shipping.
- Coordinates packing and shipping details with the Museum's Registrar.
- Works closely with artists and curators during the installation and deinstallation.
- Coordinates with contracted service providers on exhibition related projects.
- Monitors and maintains exhibitions, including AV equipment.
- Works closely with the Registrar to monitor conditions of works on loan while on exhibition.
- Works collaboratively with artists and curators on lighting requirements for exhibitions. Supervises lighting of shows by exhibition installers.
- Cleans artwork when appropriate in conjunction with the Registrar.

### **Audio/Visual**

- Manages the installation, maintenance, and inventory of all A/V based projects.
- Researches current tech standards and keeps the Museum's equipment up-to-date.
- Archives and maintains all technology within the Museum.
- Consults as needed with Development and Education departments on tech issues for public programs.

### **Major Museum Programs and Events**

- In coordination with the Museum's development department, provides support for significant institutional events and programs.

### **Facilities Responsibilities**

- Manages regularly scheduled maintenance with contracted companies, including indoor maintenance for the Museum and Administration buildings and outdoor maintenance of grounds, including lawn cutting and snow removal.
- Hires and supervises HVAC, sprinkler system, and security system contractors.
- Hires vendors for the following as-needed maintenance: electrical, plumbing, roofs, gutters, exterior lighting, and painting.
- Monitors and controls the building's HVAC, security, and lighting systems.
- Liaises with Ridgefield's Fire Marshall on facilities inspections.
- Monitors the Facilities budget and spending; completes monthly facilities management report with expense forecasts.
- Maintains and monitors the Museum's security camera system.
- Procures maintenance materials and, when able, performs basic building maintenance.

**Candidates must have:**

- A minimum of 5 years of art handling and installation experience in a museum or comparable setting
- Working knowledge of artist's media/materials and installation methods
- Experience with building systems, including HVAC and security
- Strong organizational skills with a high attention to detail
- Competency with the full suite of Microsoft Office products and adept with technology
- Ability to remain flexible and focused in a fast-paced work environment and the ability to pitch in when needed
- Enthusiasm for the Museum's artist-centric mission

**Compensation and Benefits:**

- Salary range: \$65,000-\$75,000
- Comprehensive benefits offering, including health, dental, vision, life, and LTD insurance
- Ability to participate in 401K with employer matching after one year of employment
- Generous PTO

Please send a cover letter and resume to: [jobs@thealdrich.org](mailto:jobs@thealdrich.org), with the subject line "Head of Installation and Facilities." Qualified candidates will be contacted.

**The Aldrich Contemporary Art Museum  
Non-Discrimination Policy**

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

**Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.**