

# Graham Foundation

*The Graham Foundation is seeking a Program Coordinator to work directly with the Managing Director of Public Programs to coordinate and produce several original and traveling exhibitions per year in addition to a weekly schedule of public and private events. Additionally, he/she provides critical administrative support to ensure successful daily operations and long term institutional growth.*

Founded in 1956, the Graham Foundation for Advanced Studies in the Fine Arts ([www.grahamfoundation.org](http://www.grahamfoundation.org)) makes project-based grants to individuals and organizations and produces public programs to foster the development and exchange of diverse and challenging ideas about architecture and its role in the arts, culture, and society.

The Graham Foundation produces three major exhibitions per year and a host of public programs including lectures, performances, panel discussions, and receptions that engage contemporary work and issues in architecture. It is one of the largest private funders in the field of architecture, making grants nationally and internationally to individuals and organizations. Support is project based and extends to books, exhibitions, installations, exhibition catalogs, films/videos/new media projects, as well as individual research projects.

Since 1963, the Graham Foundation has been located in the Madlener House, a 9,000-square-foot turn-of-the-century Prairie-style mansion located in the historic Gold Coast neighborhood of Chicago. The Graham is also home to Chicago's only architectural bookshop offering a selection of publications from an international roster of publishers, as well as an extensive collection of local and international periodicals on architecture, urbanism, art, and related fields.

## Job Description:

The Program Coordinator provides integral support in developing, implementing, and promoting the Graham Foundation's Public Programs initiatives including the Foundation's exhibitions, weekly public events, and bookshop. The Program Coordinator works directly with the Managing Director of Public Programs to orchestrate the production and installation of Graham Foundation exhibitions with a focus on logistical and registrarial responsibilities, scheduling, research, and record keeping. During the run of exhibitions, the Program Coordinator ensures the highest quality visitor experience by managing gallery staffing, exhibition maintenance, and tours; and plays a critical role in the planning and live production of public events including the oversight of audio/visual set-up and documentation.

Additionally, the Program Coordinator contributes to administrative and institution-building projects including efforts to improve the public experience of exhibitions and programs, as well as ongoing work to improve the Madlener House as the institutional headquarters of the Graham Foundation. Finally, the Program Coordinator works together with other staff to manage a team of part-time Program Assistants and Interns to accomplish a range of daily operations and special projects.

The Program Coordinator reports to the Managing Director of Public Programs, provides additional support to the director and senior foundation staff, and works closely with the Communications and Grants Coordinators.

# GF

## Duties and Responsibilities:

### EXHIBITIONS

- Coordinate shipping, insurance, loans, travel, storage, and logistics for current, future, and traveling exhibitions.
- Help to plan and manage exhibition installation, maintenance, and de-installation to current museum standards by creating production and staff schedules; facilitating fabrication/build-out, art and material handling, technical needs (audio, visual, and multimedia), and packing; as well as the production of exhibition graphics, checklists, condition reports, and registrarial documents.
- Assist with exhibition design and layout through the preparation of floorplans and models when needed.
- Work closely with partnering institutions to facilitate traveling exhibitions.
- Oversee exhibition maintenance and the security of Foundation collections and borrowed works.
- Facilitate audience experience throughout the duration of exhibitions by giving tours and creating opportunities for visitor engagement in collaboration with the Communications Coordinator.

### EVENTS

- Coordinate set-up and planning for receptions and events including scheduling of support staff and deliveries.
- Facilitate auditorium and audio/visual setup and ensure programs are produced and documented clearly and consistently.
- Oversee staff and represent foundation during public and private events.

### ADMINISTRATION AND FACILITIES

- Manage Program Assistants and Interns and coordinate work on larger projects.
- Code and track expenses in accordance with approved budgets.
- Monitor Foundation's general email account; respond to general inquiries about exhibitions, events, and grantmaking programs.

### BOOKSHOP

- Assist with daily operations including inventory management, returns, and shipping in concert with other staff.
- Research and propose new titles in relation to current programs and developments in the fields of architecture, design, and art.
- Perform sales when needed and fulfill phone and online orders.

## Job Requirements:

The ideal candidate must be a team player with a strong interest and ability to work collaboratively with a wide range of personality types. He or she must be highly organized with a keen attention to detail and a strong aptitude for clearly organizing and tracking complex projects. A background in architectural design, a thorough knowledge of the field, as well as exhibition production experience is highly desirable. Knowledge of audio/visual systems and production is preferred.

- MARCH or MA in Art/Architectural History or related field.
- Knowledge of modern and contemporary architecture.
- 2 to 3 years of exhibition production experience.
- Familiarity with museum standards for handling and packing fine art objects, as well as conservation and preservation.
- Excellent writing and communication skills.
- Proficiency with Microsoft Word, Outlook, PowerPoint, and Adobe Creative Suite. CAD and architectural/design/video editing software a plus.
- Ability to work evenings and weekends.
- Hardworking problem-solver with an enthusiastic, collaborative personality.

## POSITION DETAILS

Start date: July 2015

Work schedule: Full time (Tuesday through Saturday)

Compensation: Salaried with benefits.

**Please send a cover letter, resume, and references to Ellen Hartwell Alderman at [ealderman@grahamfoundation.org](mailto:ealderman@grahamfoundation.org). Candidates for interviews will be contacted by email.**

The Graham Foundation is an Equal Opportunity Employer interested in continuing the growth and diversity of its staff.