



Exhibition Manager

The Aga Khan Museum (AKM) in Toronto, Canada offers visitors a window into worlds unknown or unfamiliar: the artistic, intellectual, and scientific heritage of Muslim civilizations across the centuries from the Iberian Peninsula to China. Its mission is to foster a greater understanding and appreciation of the contribution that Muslim civilizations have made to world heritage. Through education, research, and collaboration, the Museum will inform and inspire audiences from all cultures by presenting art created in the Muslim world throughout the past fourteen centuries, along with current paths of artistic practice and cultural development.

Purpose of Position

The Exhibition Manager (EM) will be responsible for planning and implementing the annual program of temporary exhibitions and collection rotations and other institutional exhibitions related projects. S/he will support his/her supervisor in ensuring that all phases of exhibitions are executed smoothly to high standards of excellence and on time and on budget. The EM will also manage the travelling of selected AKM exhibitions to qualified venues.

Key Responsibilities

- Project manage assigned temporary exhibition projects as per annual plan from concept through completion in keeping with the institutional cross-departmental process
- Chair assigned exhibition project meetings throughout the planning, implementation and close out phases
- Create detailed production schedules for assigned exhibition projects in consultation with team members
- Manage collection gallery rotations as per annual plan, including serving as the communication conduit ensuring that all relevant teams are updated at each stage of the rotation process.
- Participate in the budgeting process through market research, track budget expenditures and adjust as necessary in consultation with the supervisor
- Take a leading role in the conceptualization, design, realization and installation of temporary exhibitions; develop major international exhibitions in partnership with leading collections; identify key exhibitions for loan to the Museum
- Source and manage external service providers and coordinate RFP and RFQ process
- Support the process of realizing exhibition contracts and agreements with partner institutions – ensuring compliance with all requirements.
- Manage logistics around international travel and daily needs arrangements for visiting curators, artists and entourage
- Facilitate visitor experience evaluation related to Exhibitions
- Support the Installation Project Manager during the implement and install phases.
- Handle original artwork according to international standards and assists with installing art for exhibitions and rotations
- Carry out the logistics related to AKM touring exhibitions and trade-show style interventions
- Manage procurement of casework and frame inventory, and maintain inventory records
- Support the Installation Project Manager in the planning and implementation of small-scale



- exhibition style installations in the Museum for special events
- Interpret works of art on exhibition in an engaging manner; oversee interpretation created by the department
- Assist with movement of art throughout the building and in storage areas as needed.

Qualifications & Experience

- An undergraduate degree in Art History, History, or Anthropology or related field
- Minimum 5 years of progressively responsible experience managing Museum, Art Gallery or Trade show exhibitions
- Proven project management skills; including budget planning and tracking, schedule development and control and quality control; PMI certification will be an asset
- High level of interpersonal skills for internal and external team interactions
- Excellent time management skills
- Excellent communication skills verbally and in writing.
- Excellent supervisory skills
- Excellent knowledge of design and fabrication methodology
- Proven ability to read and accurately interpret sketches and fabrication drawings
- Proven ability to be effective under pressure
- Excellent knowledge of Museum exhibition development and production processes, including current museum standards and best practices.
- Goal directed, results oriented
- Flexibility to work outside of standard office hours when meeting deadlines
- An affinity with the underlining goals and philosophy of the Aga Khan Development Network
- Expressed interest in the mandate of the Museum

To Apply

Please send your cover letter and resume to akm.hr@akdn.org on or before July 15, 2016.

The Museum thanks all those who apply, however only shortlisted candidates will be contacted.

Please note that the Museum is an equal opportunity employer and is committed to fair and accessible employment practices. Upon request, suitable accommodations are available under the Accessibility for Ontarians with Disabilities Act for applicants invited to an interview.