

Programs and Exhibitions Officer

The Programs and Exhibitions Officer will work closely with the Head of Programs and Exhibitions to research, plan and deliver the exhibitions, public program and film program.

Profile

- Demonstrable experience working with displays, exhibitions or a permanent collection.
- Demonstrable experience working on public programs, such as talks, panel discussions and workshops.
- A broad knowledge of international contemporary art.
- Knowledge of Middle East Modern and Contemporary Art.

In addition the candidate will need excellent writing, research, and organizational skills. Her/ his well-developed interpersonal skills will enable the candidate to work effectively as part of a team and collaboratively across the museum. She/he will also be able to prioritize her/his work to meet deadlines, and maintain her/his attention to detail under pressure. The candidate will be willing to work occasional weekends and evenings as required.

The candidate will be fluent in spoken Arabic (written is a plus) and English, with a working knowledge of French.

In addition to her/his work experience, the candidate will have at least an undergraduate degree in an arts and humanities field.

Main Duties and Responsibilities

Research

- Support the Head of Programs and Exhibitions in research around exhibitions and public programmes
- Contribute to the research and cataloguing of Exhibition and Collection works.
- Maintain and develop a high level of knowledge in regional Modern & Contemporary Art
- Support the Head of Programs and Exhibitions in research on private collections and potential loans and acquisitions.
- Liaise with artists, researchers and curators to secure necessary material.
- Identify and source relevant research materials, including publications, audiovisual recordings and archives.
- Create and maintain an orderly filing system for research and assist in the archiving of research material.
- Maintain and update artists' files.

Exhibitions and Displays:

- Contribute to the planning and delivery of the exhibition and displays program.
- Support the Head of programmes in writing accessible texts to accompany displays in the gallery and support in producing online content.
- Update the relevant planning and scheduling documents.
- Ensure clear communication of tasks and schedules with colleagues across the museum.
- Produce loan letters and maintain project documentation both electronically and with paper files.
- Maintain the budget and contribute to the preparation of budget estimates
- Develop and refine installation layouts with the Head of Programs and Exhibitions and the curatorial project team.
- Liaise with external curators and partners to ensure smooth project delivery.
- Research and contribute to interpretative materials and publications for exhibition and display projects.
- Liaise with Head of Collections to compile reports on, and register, incoming and outgoing artworks.
- Liaise with Head of Collections to ensure smooth, shipping, transport and handling of artworks.
- Represent the Head of Programs and Exhibitions as required.
- Support the exhibitions and displays program through talks, tours and other events for a variety of audiences as required.
- Liaise with suppliers and contractors as needed.
- Maintain and update planning documents and budgets.
- Support with exhibition installation.

Public Programs & Film Program

- Support the Head of Programs and Exhibitions in the development and delivery of public programmes as needed.
- Liaise with speakers and artists as needed, including booking of travel and accommodation.
- Create and send out speakers' letters and contracts.
- Create promotional copy for print and online material.
- Liaise with filmmakers and distributors regarding screening rights where needed.
- Liaise with AV technicians and docents to ensure the smooth running of events.
- Liaise with the Head of Communications regarding promotional copy and print deadlines.

Administration and Management

- Take on administration-related tasks and projects, when required.
- Keep an orderly and up to date filing system, including regularly updating budgets and planners.

Application Process and Start Time

Applicants should send in a motivation letter stipulating how they meet the profile specification, as well as their CV to nora.razian@sursock.museum

Start Date: To be determined. No later than January 2016.

About the Sursock Museum

The Nicolas Sursock Museum is a modern and contemporary art museum open since 1961 in the center of Beirut. The museum holds an important public collection of Modern and Contemporary Lebanese art.

The collection includes works by Chafic Abboud, Etel Adnan, Assadour, Simone Baltaxe, Paul Guiragossian, Jean Khalife, Hussein Madi, Jamil Molaeb, Juliana Seraphim, and Aref el Rayess.

Closed since 2008, the Nicolas Sursock Museum has reopened on October 8, 2015 with expanded premises and a transformed vision. The extension has seen a fivefold increase in the Museum's total space from 1,500 square metres to 8,500 square metres, with four new floors added below the original structure.

The new premises include a 160-seat auditorium, a state-of-the-art research library, and new exhibition spaces, including a 600-square metre venue dedicated to special exhibitions.

In addition, the Museum's courtyard features a brand new glass-and-steel extension housing its store and signature restaurant.

Relaunching with a new building and a new team, the museum will produce seven exhibitions a year, working with local and international artists.

The exhibition and public programmes aim to produce knowledge on art practices in the region, explore work that critically reflects on our global contemporary moment, and inform and challenge the public in new and unexpected ways.