



EXHIBITION COORDINATOR | The Saugatuck Center for the Arts is West Michigan's lakeshore destination for experiencing the joy of professional theater and music, life-changing education for children and adults, and substantive dialogue. We are a community asset, a collaborative partner, and are deeply committed to building a stronger, more vibrant regional arts & cultural landscape.

OPPORTUNITY | The Saugatuck Center for the Arts is seeking a creative, organized and enthusiastic Exhibition Coordinator to maximize our education potential by championing, coordinating, and curating our Exhibitions (4 gallery exhibitions annually, 4 corridor student exhibitions annually) and related exhibition programming. The SCA's gallery space is utilized as a conduit for conversation, hands-on education, sharing stories, and provoking viewers to thought. This position is a unique opportunity for emerging curators to gain valuable experience from beginning to end of the curatorial process. The SCA's Exhibition Coordinator will assist the Education & Exhibitions Manager, coordinating with the artist(s) and managing the entire exhibition process. The SCA Exhibitions Coordinator will be responsible for all necessary research, writing, development, handling, communication and presentation of the works in our gallery space. The Exhibition Coordinator will work directly with our vendors and other contractors, while assisting in developing and coordinating multifaceted educational programming diverse audiences. The ideal candidate will bring passion, energy, scholarship, and a spirit of collaboration to our institution.

The Saugatuck Center for the Arts' Exhibition Manager and Exhibition Committee establishes a calendar of exhibits that highlights local and regional artists and reflects the diverse makeup of our community. Exhibitions selections are based on aesthetic merit, themes, community interest, the ability to create interdisciplinary programming around the exhibition, and educational value. Show may include individual or group exhibitions.

EXHIBITION COORDINATOR REPORTS TO: Education & Exhibition Manager

COMPENSATION: Exhibition Coordinator will receive a year-long contractor stipend.

TIME COMMITMENT: Part-time. Onsite office hours flux with responsibilities and programming needs.

INTENDED START DATE: January 2, 2018

TO APPLY: Please send the following to Education & Exhibition Manager at whitney@sc4a.org.

- A letter of intent outlining exhibitions experience (both curatorial and/or as an artist) and how this current opportunity will be of benefit to you.
- Minimum of 4 images of spaces you have curated (may include curation of your own works in a gallery).
- A writing sample sharing an instance in which you had to lead, organize, meet deadlines, coax others into meeting deadlines, and create something for public consumption.

DEADLINE FOR SUBMISSIONS: November 27, 2017