



Nasher Sculpture Center

Role Description

Director of Exhibitions & Publications

Status: Full-time, Salary, Exempt (non-overtime); eligible for full benefits

Reports to: Museum Director

Interested candidates should submit a resume or CV, along with an optional cover letter, to:
hr@nashersculpturecenter.org

(Description created: 2026-04)

Nasher Mission Statement

To be an international focal point and catalyst for the study, installation, conservation and appreciation of modern and contemporary sculpture.

Role Description

Director of Exhibitions & Publications

The Director of Exhibitions and Publications leads the operational delivery of the Nasher's temporary exhibitions, installations, and museum publications, with direct responsibility for budget management, contractual agreements, traveling exhibitions, and publications, alongside oversight of the work of the specialized team.

This new role adds dedicated capacity for project and budget management, ensuring the Nasher's exhibitions and publications have the resourcing, coordination, and financial controls required to sustainably serve audiences with an ambitious, high-quality program.

By taking responsibility for budgets, cross-department coordination, logistics, and contract management, the Director of Exhibitions and Publications and their department free specialist content teams to focus on the research and curatorial work that drives the program, while strengthening alignment with strategic and fiscal priorities.

Reporting to the Director, this position manages the Head Registrar and their staff, and works closely with curatorial staff, external curators, and potential partners and sponsors.

Essential Duties and Responsibilities

Establishing the Department

- With the Director and Chief Curator, design and implement clear, consistent, and robust processes for all staff, including a multi-year, multi-project exhibition and installation calendar.
- Work with the Director to establish performance indicators for the department in line with the Nasher's strategic planning process.
- Partner with the Director of Operations and Finance to develop systems for forecasting, managing, and reporting on all exhibition, installation, and publication expenditures.
- Work to ensure teams are responsive, accountable and committed to the Nasher's strategic priorities and programs.

Exhibitions

On-site exhibitions and gallery installations

- Serve as a proactive manager of the annual exhibition budget, identifying efficiencies and opportunities to reduce costs.
- Oversee and support each project from initial brief to closing and return, including post-project debriefs, focusing on timeline oversight across departments, ensuring that timelines are met, communication is clear, and projects progress smoothly.
- Oversee contract development and execution for exhibitions and artist commissions, ensuring alignment with institutional standards.

- Lead and develop a team that works with clear awareness of budget implications and opportunities for efficiencies.

Traveling exhibitions

- Build and maintain positive working relationships with partner institutions, lenders, and venues for potential traveling exhibitions.
- Oversee the coordination of project schedules, loan requirements, and deliverables for traveling exhibitions, drawing on Registration's expertise to ensure clear and timely communication with all partners.
- Support the Director in negotiating participation fees, timelines, and responsibilities, working closely with Legal Counsel and Registration to prepare, review, and manage contracts.
- Track commitments, deadlines, and logistical needs to ensure traveling exhibitions are delivered smoothly, on time, and in alignment with strategic and financial priorities.
- Maintain clear documentation so that all contractual obligations are understood and met.

Publications

- Coordinate publication timelines with the Director, curatorial staff, external editors and designers to ensure catalogues and related materials align with exhibition schedules.
- Maintain a clear overview of publication milestones, including commissioning texts, securing image permissions, design development, and production deadlines.
- Work closely with graphic and publication designers to ensure layouts, visuals, and production workflows stay on schedule and align with interpretive goals.
- Facilitate communication between curators, designers, editors, and the exhibitions team so that publications are delivered on time, within budget, and to a high standard.
- Manage relationships with publishers and distributors to reduce costs and maximize the impact of the publications program.
- Support the Director in aligning publication content and schedules with institutional priorities.

Fiscal and Contracting Responsibilities

- Review all financial commitments and invoices related to exhibitions and publications, ensuring accuracy and timely processing.
- Work with Legal Counsel to develop contracts and conduct negotiations with exhibition and publication partners; ensure all contractual obligations are met.

Cross-Institutional Alignment

- Coordinate capital improvements with the exhibition schedule as required.

- Contribute to the Nasher's Strategic Plan, create annual operational plans, and align departmental work with strategic priorities through performance reviews and planning processes.

Longer-Range Strategic Development

- With the Director and Chief Curator, develop national and international partnerships and a program of traveling shows of the collection.
- Collaborate with the Director and Chief Curator to develop exhibitions and commissions presented at the museum.

Qualifications and Requirements

Essential

- 7–10 years' experience working in exhibitions for a museum, gallery, foundation, or comparable entity.
- 3–5 years' experience managing a team and working across institutional functions.
- Demonstrable experience developing and managing annual budgets of \$500,000+ and project budgets at appropriate scale.
- Experience partnering with curatorial teams, registrars, facilities, learning and engagement, events, and commissioned writers, including contract negotiation and management.
- Track record of productive collaboration with artists, foundations, designers, conservators, and other creative and professional partners.
- Experience managing others effectively and working collaboratively in team settings.

Desirable

- Degree in art history, architecture, design, or museum management.
- Familiarity with AAM standards for exhibitions management and planning.
- 5–10 years' experience working in publications for a museum, gallery, foundation, or comparable entity.

Qualities & Skills

- Strong analytical, scheduling, and multitasking skills.
- Excellent visual literacy, including reading exhibition layouts and publication designs.
- Excellent verbal and written communication skills.
- Strong organizational ability and meticulous attention to detail.
- Ambassadorial skills and the ability to represent the museum professionally.
- Ability to maintain confidentiality and exercise sound judgement.

Institutional and Physical Requirements

- This role is largely on site and may require standing for extended periods.
- Willingness to travel as needed.
- Upholds the professional standards of the museum and sector.
- Acts consistently in the best interests of the Nasher, protecting and enhancing its reputation locally, nationally, and internationally.
- Demonstrates respect for co-workers and visitors and an appreciation for the diversity of staff, volunteers, and audiences.
- Adheres to all museum values, protocols, procedures, rules, and policies.

Compensation

Compensation for this position is expected to fall within the range of \$80,000 - \$120,000 depending on experience and qualifications.

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.