



## **Institutional Relations and Strategic Partnerships Coordinator | EXPO CHICAGO**

EXPO CHICAGO, the International Exposition of Contemporary & Modern Art, seeks a **Institutional Relations and Strategic Partnerships Coordinator** to manage institutional outreach, hotel and sponsor partnerships, Curatorial Initiatives communications, and VIP itineraries and group travel. This is a full-time, salaried position with benefits, 5 days a week (Monday-Friday 9am-5pm) with flexibility to work occasional evenings and Saturdays with full availability the week of EXPO CHICAGO (Next edition: April 8-14, 2024). The ideal candidate would begin work in August 2023.

### **Duties and Responsibilities:**

- Coordinate strategic outreach with hotel partners and assist in marketing strategies
- In collaboration with the Director of Programming, facilitate communication and travel itineraries with museum directors and curators for Directors Summit and Curatorial Initiatives programs.
- Prepare and organize various itineraries, as well as arrange detailed travel schedules including flight logistics, accommodations, car services, event confirmations etc. for visiting patron groups, select VIP guests and program participants.
- Conduct regional and targeted museum/institutional outreach for the purpose of increasing individual patron and formal group attendance to EXPO CHICAGO through face-to-face cultivation, phone solicitation, and email correspondence
- Provide and maintain detailed strategy, timeline and tracking of all outreach and engagement efforts
- Maintain VIP and institutional contact updates in the CRM
- Collect and maintain public and VIP listings for EXPO ART WEEK affiliated events and activities with Marketing Manager.
- Coordinate various events and program calendars, including production of materials for the VIP program, event invitations and save-the-dates.
- Oversee follow-up, venue contracting, liaising with event sponsors/partners.
- Compile and maintain guest lists for all prep meetings and actual events, and develop and maintain event budgets.
- Coordinate on-site signage, event needs, production, BEOs and transportation for select institutions, partners, and sponsors at EXPO CHICAGO
- Help drive special projects both on your own and with other team members

### **Skills & Qualifications:**

- Bachelor's Degree with a preference in arts administration and communication
- 3-5 years of relevant professional experience
- Large-scale event planning a plus
- Demonstrated interest in Contemporary and Modern art
- Demonstrated success in detailed management and team coordination

- Proficient with MS Word, Excel, Power Point, Adobe Suites, Wordpress, CMS, CRM software with a willingness and ability to learn new software
- Demonstrated experience with web content management systems
- Experience with email marketing platforms (Mailchimp experience preferred)
- Proven copywriting and editing skills
- Ability to work well independently and in a fast-paced team environment while maintaining an elevated degree of detail and professionalism
- History of taking initiative and ownership of professional projects and tasks
- Occasional evenings and weekend time will be required

**Physical Requirements:**

Must be able to lift moderately heavy objects/materials on an occasional basis

Ability to stand for extended periods of time on an occasional basis

**Compensation:**

Salary commensurate with experience

The EXPO CHICAGO offices are located in Chicago’s River West neighborhood off the Grand Blue Line stop. Offices move to Navy Pier for 1.5 weeks each April around the exposition.

**To apply please submit:**

- Cover letter explaining your interest in working with EXPO CHICAGO
- Resume
- Contact information for two professional references

Please email to [careers@expochicago.com](mailto:careers@expochicago.com) with the subject line “Institutional Relations and Strategic Partnerships Coordinator”. Only those candidates selected for an interview will be contacted.

All applicants must have the right to work in the US and be available for a hybrid of in-person and remote work.

Art Expositions, LLC dba EXPO CHICAGO is an equal opportunity employer

**About EXPO CHICAGO:**

EXPO CHICAGO, The International Exposition of Contemporary & Modern Art features leading international galleries alongside a leading platform for contemporary art and cultural programming. Hosted within historic Navy Pier’s Festival Hall, EXPO CHICAGO presents a diverse and inventive program, including /Dialogues (presented in partnership with the School of the Art Institute of Chicago) and Exchange by Northern Trust: An Interactive Conversation Around the Art of Collecting, unrivaled talks programs for both public and VIP audiences; IN/SITU, dynamic on-site installations highlighting large-scale sculpture, film, and site-specific work; and major public art initiatives, including IN/SITU Outside, public art installed throughout Chicago Park District locations, and OVERRIDE | A Billboard Project, a curated selection of international artists throughout the city’s digital billboard network. The EXPO CHICAGO program also features an unprecedented commitment to host curatorial initiatives during the exposition, including the

Curatorial Forum in partnership with Independent Curators International (ICI); the Curatorial Exchange, which partners with foreign agencies and consulates to expand the exposition's global reach; and the Director's Summit, which convenes emerging museum leaders in a series of conversations addressing the future of museum leadership and institutional reinvention. EXPO CHICAGO is presented by Art Expositions, LLC. Under the leadership of President and Director Tony Karman, EXPO CHICAGO draws upon the city's rich history as a vibrant international cultural destination, while the region's contemporary arts community and inspiring its collector base.