



Institute of Contemporary Art San Francisco

Exhibitions Manager & Registrar | Job Description

Position Overview

The Exhibitions Manager & Registrar is responsible for the planning, implementation, and management of all exhibition-related logistics and registration activities at ICA SF. This includes overseeing exhibition production from concept through completion, managing artwork loans and commissions, ensuring proper documentation and risk management, and coordinating with internal teams and external partners to support the successful delivery of the exhibition program. This position reports to the Curator and Head of Curatorial Programs, and works closely with the Chief Financial Officer (CFO), ICA SF staff, artists, lenders, galleries, and external vendors.

About ICA SF

The [Institute of Contemporary Art San Francisco](#) (ICA SF) is a non-collecting art museum that offers artists from around the world an opportunity to push boundaries, experiment with new ideas, and take risks. We believe in the power of art to explore the most critical social, political, and cultural questions of our time and are committed to expanding the art historical canon of the future. Building upon the lessons learned in our early start-up years, ICA SF remains continuously “under construction,” embracing a nimbleness rarely found in art institutions. We seek to make contemporary art relevant and meaningful for all audiences. Admission is always free.

Key Responsibilities

Exhibition & Project Management

- Manage all aspects of exhibitions, including scheduling, logistics, shipping, transportation, installation, and deinstallation
- Oversee exhibition production and execution with external partners (architects, designers, lighting consultants, art handlers)
- Develop and maintain comprehensive project timelines
- Track exhibition budgets and provide cost estimates for design, fabrication, and installation
- Prepare and manage contracts for artists, vendors, and guest curators

Registrar Duties

- Coordinate all loan and commission activities, including requests, agreements, condition reporting, and insurance
- Handle fine art packing, shipping, receiving, and customs documentation
- Maintain accurate registration checklists and condition reports
- Ensure best practices in art handling, conservation, and risk management



Stakeholder Coordination

- Serve as the primary liaison around shipping and logistics with artists, lenders, galleries, and partner institutions
- Provide regular project updates to internal and external stakeholders
- Support touring exhibitions and collaborative projects with partner organizations
- Participate in and lead as necessary internal planning meetings and ongoing communications

Administrative & Operational Support

- Draft, review, and organize all exhibition-related paperwork (loan forms, agreements, certificates of insurance, receipts)
- Collaborate on exhibition design plans including layouts, graphics, and interactive components
- Support general gallery operations and perform additional duties as needed

Qualifications

Required

- Bachelor's degree
- Minimum of 5 years experience in an exhibitions registrar or similar role within a museum, gallery, or arts organization
- Strong knowledge of museum registration practices and art logistics
- Experience with art shipping, condition reporting, and managing installations
- Familiarity with exhibition budgets and contract negotiation
- Proficiency in Microsoft Office, Adobe Creative Cloud, Dropbox

Preferred

- Master's degree or post-baccalaureate certificate in art history, museum studies, arts administration, or a related field
- Hands-on gallery experience during installation/deinstallation phases
- Experience with fine arts insurance and legal agreements
- Excellent communication and project management skills
- Highly organized, detail-oriented, and adaptable to fast-paced environments
- Team-oriented, diplomatic, and proactive problem solver

Physical Requirements

- Ability to lift up to 30 pounds
- Must be able to stand, walk, bend, kneel, reach, and perform physical tasks related to art handling and gallery prep



Employment Information

This is a full-time, exempt position based in San Francisco, CA with an in-person, Monday–Friday schedule and occasional evenings or weekends as needed.

Salary range: \$65,000–\$80,000 commensurate with experience. Benefits include health, dental, and vision insurance; generous vacation and a retirement plan

ICA SF is an Equal Opportunity Employer and is committed to building a diverse and inclusive team.

This is an at-will position, which means employment can be ended by either party at any time, with or without cause or notice.

Please send your resume and cover letter to jobs@icasf.org