

Minnesota Street Project

Position: Senior Project Manager, Art Services

Status: Full-time | Exempt | Salaried

Compensation Group: Experienced

Compensation Range: \$95,000 - \$98,000

Hiring Range: \$85,000 - \$95,000

Reports to: Director of Project Management and Field Services

Hours: Monday – Friday, 9:00am – 5:30pm (with availability for 8am starts and 6pm ends, and occasionally beyond) hybrid schedule with a minimum of 3 in-office workdays per week

Minnesota Street Project Art Services, founded & headquartered in San Francisco since 2016, is the Bay Area's fastest growing and most innovative provider of highest quality art storage, installation, packing, crating, transportation, and solutions. Our clients include private collectors, galleries, and institutions who value our emphasis on customer relationships, collection care, and creative problem solving.

As part of the Minnesota Street Project and affiliated with the Minnesota Street Project Foundation, 100% of our profits are used to support the visual arts ecosystem in the Bay Area.

Job Summary:

Minnesota Street Project Art Services is seeking Senior Project Manager. The Senior Project Manager will exhibit a friendly and approachable demeanor with all Minnesota Street Project clients, staff, and vendors, acting as a positive ambassador for the Art Services department, as well as the overall Project. This person must value teamwork, collaboration, and community. This person will demonstrate an understanding of Diversity, Equity, Inclusion, and Access in the arts and in our daily lives and has cultural flexibility/agility and a commitment to fostering a respectful and inclusive work environment.

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Essential Responsibilities:

- Exhibit a friendly and approachable demeanor with all Minnesota Street Project clients, staff, and vendors, acting as a positive ambassador for Art Services, as well as the overall Project; maintain excellent relationships with clientele, including collectors, galleries, institutions, consultants, and other arts professionals, ensuring industry-leading client satisfaction.
- Receive both direct and indirect client inquiries and responds in a timely manner to review job scope and requirements and prepare and present estimates for projects including packing, crating, installation, transportation, and rigging. Follow through with clients to convert estimates to jobs.
- Produce applicable resource requirements and timelines for jobs; use our CRM to estimate, enter in pertinent job details; In collaboration with the Dispatch Team, calendar and produce field documents, schedule preliminary site-visits – attending as needed, mid-job check-ins, and client meetings when appropriate.
- In collaboration with our Dispatch Team, prepare art handlers in advance of their assignment and/or support their needs while in the field, explaining/clarifying the details of the overall job, helping to proactively resolve issues that may arise, and when necessary, resolving client disputes.
- Ensure inventory management and tracking is accurate at all times; collaborating with registration department as needed. Collaborate and communicate cross-departmentally on projects as scope calls for.
- In collaboration with MSPAS staff, ensure all necessary documents are created in advance of each job, including bills of lading (BOLs), work orders, artwork pull sheets, attach artwork images, certificates of insurance (COIs), condition reports, and any other documentation relevant for the field team's success.
- Source and secure necessary job-related artwork authorizations, extended liability agreements, vehicle or machinery rentals, specialized packing materials, and the like in collaboration with Operations, Registration, and scheduling staff.
- Review monthly invoices for managed jobs, ensuring billed charges are within the original quoted range and addresses billing questions with client.
- Take an active role in following up on jobs and other client interactions to ensure field team execution, client satisfaction, job close-out & next steps. Work with Leadership Team to ensure understanding of current and upcoming needs of current and prospective clients and that they understand our current and upcoming offerings.
- Attend weekly department meetings, as well as occasional programming events at 1275 Minnesota Street.
- Perform other related duties as required.
- Available to work 5 consecutive days of the week, between the hours of 8am and 6pm, and occasionally beyond, with a minimum of 3 in-office workdays per week. Available to work at Art Fairs, as well as on jobsites as needed.

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Required Skills, Abilities, and Experience:

- Must have a deep understanding of industry-standard practices for packing, installation and transportation of artworks ranging from standard 2D flatworks to large scale and/or fragile sculptural works.
- Minimum 5 years experience in an art shipping organization, museum, or gallery; experience arranging domestic and international art shipments and knowledge of domestic shipping regulations, as well as international documentation and customs compliance.
- Proven interest and ability to nurture client relationships with empathy and to grow and maintain industry relationships.
- Works well in collaboration with others across departments.
- Outstanding time management: ability to quickly identify and safely resolve problems, ensuring projects stay on schedule, whilst keeping the client and team in communication.
- Demonstrate concern for detail, accuracy, and precise execution of work, while managing time and efficiency of individual and team performance.
- Excellent communication skills, both verbally and written.
- Work well independently and as a team; gracefully shift between warehouse, client, and office settings, whilst communicating along the way.
- Proficient with CRMs, Mac operating systems and software, including Adobe and Microsoft Suites and Filemaker Pro; knowledgeable with the G Suite and Sketchup a plus.

To Apply:

Please email resume with the subject line “**Senior Project Manager – Last Name**” to artservicesjobs@minnesotastreetproject.com. No calls, please. Thank you for your interest in Minnesota Street Project.

Benefits:

Minnesota Street Project offers a competitive benefits package that includes Medical, Dental, Vision, LTD, AD&D, Vacation and Sick Time Off, Parental Leave, Retirement Savings 401-k Plan, and Pre-Taxed Commuter and Childcare Benefits.

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Equal Opportunity Employer:

Minnesota Street Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.