



THE UMBRELLA

Visual Arts Manager

The Umbrella Arts Center

Vibrant regional arts center seeks a team player who is interested in joining a dynamic, fast-paced team and building a career in nonprofit arts administration. The Visual Arts Manager will be responsible for the management and execution of gallery exhibits, program events, and the Community Studio; stewardship of the Visual Arts Artist-in-Residence program; and the administration of the Studio Arts program, as well as fostering a vibrant community of artists and art enthusiasts at The Umbrella through engagement and outreach. The successful candidate will have excellent interpersonal and organizational skills, exceptional attention to detail, and the ability to handle multiple projects simultaneously to help build a strong community around The Umbrella. The VAM reports to the Executive Director (ED).

Job responsibilities include:

Gallery Management:

- Work with organization leadership to program and support a diverse range of exhibitions annually that align with The Umbrella's mission and goals; administer the exhibition open call process and work with partners to identify and cultivate new potential exhibiting artists.
- Coordinate all aspects of exhibition logistics, including installation, deinstallation, and artist relations.
- Plan and execute opening receptions, artist talks, and related events.
- Manage sales of art and the tools and technology required to facilitate sales.

Studio Program Oversight:

- Manage the operations of the Community Studio including screening artists, updating policies, overseeing registration, and studio maintenance.
- In coordination with the ED, administer the operations of The Umbrella's artist studios, including studio rentals, communications, the implementation of policies and procedures to ensure a productive and collaborative studio environment.
- Organize and manage Open Studios and Winter Market events and other opportunities for public engagement with studio artists.

Arts Education and Community Engagement:

- In collaboration with colleagues across the organization, manage the selection, administration, and support for an annual class of visual arts Artists in Residence.
- Collaborate with the Education Department to develop educational materials around exhibitions, opportunities for amplifying the work of teachers and students, and opportunities for community building and partnerships within the Umbrella community as well as with local schools, organizations, and regional groups to expand outreach and participation.

Administrative and Operational Duties:

- Develop and manage budgets for visual arts programs and exhibitions.
- Work in collaboration with the Marketing Department to provide materials required to promote exhibitions and events.
- Work with the Development Department to support efforts to pursue funding opportunities, including grants and sponsorships.
- Maintain accurate records and prepare reports on program activities and outcomes.

The ideal candidate will have:

- 3+ years of experience in administration, preferably in the arts or nonprofit sector.
- Proven track record of developing and executing successful projects or operations.
- Excellent organization and project management skills, the ability to adapt and problem-solve, and to manage multiple priorities in a fast-paced environment.
- Strong interpersonal and communication skills and the ability to build and maintain relationships.

- Demonstrated ability to work collaboratively with artists, colleagues, and community partners.
- Experience with budget management.
- Proficiency in digital tools and platforms relevant to arts management.
- Ability to work flexible hours, including nights and weekends, as necessary.
- Ability to lift and carry artwork on occasion.

We are looking for a creative thinker with a passion for the arts and a commitment to fostering an inclusive and diverse arts community. If you're excited about this role but don't meet every qualification, we encourage you to apply and share your story.

The Umbrella is dedicated to building a more diverse, equitable, inclusive, and accessible community. Please see our DEIA statement. Applicants from underrepresented populations are strongly encouraged to apply.

This is a full-time position with a comprehensive benefits package. A regular work week is in-person Monday through Friday, and this role will require some flexibility for events and meetings. Salary begins in the range of \$60-65k and is commensurate with experience.

Please email a cover letter and resume (as a single PDF) to Melissa Greven, Data & Administration Manager at Employment@TheUmbrellaArts.org. Please include the words "Visual Arts Manager" in the subject line of your message. Applications received by 5:00 PM on Friday, May 22, 2026 will be given first priority. No phone calls, please.

The Umbrella is a one-of-a-kind arts center in the heart of Concord, MA. Established in 1983 and energized by a state-of-the-art renovation in 2020, it is home to a broad array of artistic programs and educational opportunities for all ages, including more than 50 resident artist studios; a community studio; a growing Artist-in-Residence program; year-round arts education opportunities for all ages, including a youth summer camp; a leading ceramics program; one of the region's newest professional theater companies; film and music performance including a concert series that has recently featured Jon Batiste, Norah Jones, Darius Rucker, and Sheryl Crow; and gallery exhibitions by regional artists and beyond.

The Umbrella is about a two-block walk from the MBTA Fitchburg Line Concord stop and easily accessible from the Walden exit of Route 2 with ample free parking. Staff often enjoy visiting the historic downtown center, as well as nearby sites of cultural significance and natural beauty, such as Walden Pond. Staff are encouraged to participate in cultural activities year-round, with complimentary access to The Umbrella's headliner concerts, professional Stage Company productions, gallery exhibitions, artist-centered annual events, and deep discounts on arts education classes ranging from dance to pottery to woodworking.