

Project Manager – Boise Cohort

Department: Administration - Operations
 Reports To: Executive Director

FLSA Status: Exempt
 Effective Date: January 2026

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Works with the Boise Art Museum Executive Director to manage the timelines and logistics of the Boise Cohort, a collection-sharing initiative in collaboration with the Art Bridges Foundation and three nationally accredited art museums.

Essential Duties and Responsibilities**Organizational/Operational**

- Serves as the primary point of contact to Art Bridges and the partner art museums regarding the cohort project.
- Ensures streamlined processes to support successful and timely exhibition development.
- Works with Registrars on timelines, loan requests, and object movement at home and partner art museums.
- Attends installation and de-installation of objects throughout the cohort project.
- Coordinates logistics and content for presentations to home, partner art museums, and conferences.
- Manages and maintains organizational calendars, including planning spreadsheets and schedules.
- Ensures coordination of employees across functional areas through communication, planning, and project management.

Meetings

- Coordinates and executes logistics for in-person convenings of the cohort partners.
- Serves as liaison with departments across the museums, especially curatorial, exhibitions, registration, and education to ensure projects remain on track.
- Schedules regular virtual meetings with staff from partner art museums to continue project progress.
- Prepares and distributes meeting agendas and materials.
- Takes notes of action steps, creates follow-up emails, shares materials, and keeps institutional records of meetings and materials.
- Attends select exhibition events.

Reporting

- Tracks reporting due dates, keeping Executive Director, lead museum staff, and partners updated.
- Coordinates lead museum staff to ensure grant applications, forms, and grant reports are submitted to Art Bridges accurately and on time.

Budgetary

- Tracks and maintains accurate reports and projections related to the home art museum and Art Bridges grant requirements.
- Tracks spending through spreadsheets, invoices, and monthly reports, working with Boise Art Museum's Financial Manager and Executive Director.

Procurement

- Identifies and suggests appropriate vendors for the Boise Cohort projects.

Marketing and Outreach

- Works with marketing staff to develop and launch exhibition-specific banners, mailers, advertisements, press kits
- Creates digital content and social media posts, obtains image permissions and artwork credits requirements, schedules photography for documentation and marketing purposes.

Curatorial

- Conducts research on objects and artists relevant to exhibitions, updates artist and object records.
- Assists partner museums in research and selection of objects from their permanent collections.
- Assists with curating the object share and collaborative exhibition.
- Supports the creation and coordination of interpretation plans, including label copy, didactics, gallery guides, object and wall text, in-gallery interactives, accessible materials.

Education

- Assists home and partner art museums' education staff with programming ideas and implementation.

Communications

- Communicates about the cohort project with staff across functional areas of the home museum at staff meetings.
- Coordinates with curatorial and education staff at home and partner art museum to create materials for training staff to facilitate related programs, presentations, talks, etc.

Other

- May prepare materials for use in additional fundraising for the project and exhibition.
- May review and edit written materials related to the project in print and other media.

Additional Responsibilities

- Other duties as assigned by the Executive Director of the Boise Art Museum.

Minimum Qualifications

Minimum of five (5) years full-time related experience as a program administrator, project manager, operational systems and procedures manager, art museum educator, art museum curator, or other transferable experience. Supervisory experience. Competency with desktop computer, spreadsheets, presentation software, and database applications.

Education Requirements

BA or BS in art history, art education, museum administration, or related discipline. MA in related discipline is beneficial. Equivalent experience considered.

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to touch, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Day-to-day work environment is in an office or museum/gallery setting. Employee is not exposed to hazardous materials or conditions requiring personal protective devices, nor do undue fluctuations in temperature/humidity occur in the routine course of the employee's duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. This position does not require routine or regular engagement in interstate commerce.