

Job Title: Exhibition Production Manager

Location: Accra, Ghana

Reports to: Gallery Director

Type: Full-time

About Us: Gallery 1957 is a contemporary art gallery with spaces in Accra and London, dedicated to showcasing innovative art by emerging and established artists from Africa and beyond. We provide a platform for cultural exchange through exhibitions, residencies, and participation in international art fairs. We are seeking a highly motivated Exhibition Production Assistant to join our team and support the planning, setup, and smooth execution of exhibitions at Gallery 1957.

Job Overview:

We are seeking an experienced, proactive, and highly organized Exhibition Production Manager to lead the planning, execution, and operational delivery of our exhibitions, residencies, and external events. This senior role requires strong project management, creative problem-solving, and excellent communication skills, with the ability to manage budgets, teams, and high-profile relationships while ensuring exceptional delivery of Gallery 1957 programming. The Exhibition Production Manager will work closely with the Directors, logistics team, artists, external partners, and the wider Gallery 1957 team in the UK to ensure smooth operations across all stages of exhibition production.

Key Responsibilities:

- Lead the planning, production, installation, and deinstallation of exhibitions across Gallery 1957 locations and international art fairs.
- Develop detailed production timelines, budgets, and checklists to ensure all exhibitions meet the gallery's high standards.
- Collaborate with artists to refine exhibition concepts, advise on presentation, and ensure their vision is realized effectively.
- Source materials, vendors, and production services globally, negotiating cost-effective solutions and managing logistics.
- Oversee photography, studio shoots, and documentation of artworks and residencies.
- Manage internal production meetings, coordinate cross-functional teams, and maintain clear communication with all stakeholders.
- Problem-solve complex production challenges quickly and effectively, including international shipping, logistics, and last-minute adjustments.

Team Leadership & Coordination

- Lead and support exhibition teams, interns, and assistants, delegating responsibilities and providing mentorship.
- Train staff on gallery systems and workflows, including Artlogic, content creation, and exhibition protocols.
- Foster a collaborative, proactive, and solution-oriented working environment.

1957

Gallery 1957, I, II and III Accra
Kempinski Hotel Gold Coast
& Galleria Mall
PMB 66 — Ministries
Gamel Abdul Nasser Avenue
Ridge — Accra
Ghana
info@gallery1957.com

Gallery 1957, London
1 Hyde Park Gate
London, SW7 5EW
UK
london@gallery1957.com
Instagram: [@gallery1957](https://www.instagram.com/gallery1957)
[gallery1957.com](https://www.gallery1957.com)

Gallery Operations

- Lead on daily gallery operations to maintain a professional, welcoming environment for visitors, artists, and collectors.
- Oversee maintenance needs and ensure lighting and all other systems are functioning properly.
- Assist with visitor engagement, including providing exhibition information and occasional guided support.

Administrative & Project Coordination

- Maintain accurate documentation such as schedules, budgets, artwork inventories, contracts, and loan forms.
- Communicate with artists, partners, and shipping agents to ensure smooth project coordination.
- Manage contacts and create sales assets for exhibiting artists using Artlogic.

Events, Fairs & External Programming

- Assist with planning and executing exhibition openings, talks, receptions, and related public programs.
- Support logistics for the gallery's participation in art fairs, including preparing materials for application forms and coordinating shipments.
- Travel to fairs or external events when required to support onsite operations.

Public Relations, Marketing & Communications

- Write and oversee press releases, newsletters, social media content, and promotional campaigns for exhibitions and events.
- Liaise with press agencies, photographers, and PR partners to ensure accurate and high-quality media coverage.
- Develop strategic communications plans for exhibitions, prizes, and cultural programs to maximize visibility and engagement.

Stakeholder Engagement & Sales Support

- Cultivate and maintain relationships with artists, collectors, curators, ambassadors, and HNWIs.
- Facilitate VIP tours, private views, and targeted outreach to promote sales and engagement.
- Support acquisition processes, invoicing, and inventory tracking to ensure accurate records and smooth sales transactions.

Budgeting & Financial Management

- Draft, manage, and track exhibition and project budgets, finding cost-saving measures without compromising quality.
- Maintain financial oversight for production, logistics, and event expenditures.

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Qualifications & Skills:

- Proven experience (3–5+ years) in gallery or arts management, exhibition production, or project management roles.
- Strong organizational, planning, and multitasking skills with exceptional attention to detail.
- Excellent written and verbal communication skills, including experience producing press materials and marketing content.
- Leadership experience, including managing teams, interns, or cross-functional collaborators.
- Proficiency in Artlogic, Microsoft Office, Google Suite; familiarity with design tools (Adobe Suite, Canva) preferred.
- Ability to travel internationally for fairs, exhibitions, and artist residencies.
- Creative problem-solving skills with a proven track record of delivering projects under complex constraints.
- Strong research skills — able to gather, organize, and analyze information to support programming, artist outreach, and promotional strategies.
- Willingness to take initiative, troubleshoot issues, and adapt to evolving project needs.

Personal Attributes:

- Proactive, solution-oriented, and capable of independently managing complex projects.
- Strong interpersonal skills, able to engage with diverse audiences and maintain professional relationships.
- Energetic and resourceful, able to navigate logistical challenges, international networks, and high-profile stakeholder expectations.
- Passionate about advancing the visibility of contemporary African art through dynamic exhibitions, events, and collaborations.

Why Join Us?

- Be part of a dynamic and influential gallery shaping contemporary art in Ghana and internationally.
- Work closely with emerging and established artists from across Africa and the diaspora.
- Contribute meaningfully to impactful exhibitions, programs, and cultural dialogue.
- Gain hands-on experience across all aspects of exhibition production, operations, and programming.
- Support the gallery's participation in international art fairs and global partnerships, with opportunities for travel.
- Access professional development opportunities and exposure to global art events.
- Receive competitive compensation aligned with experience.

How to Apply:

If you are a highly motivated and organized individual with a passion for contemporary art, we would love to hear from you. Please submit your CV, a cover letter outlining your relevant experience and qualifications, and any supporting portfolio or references to info@gallery1957.com, with 'Exhibition Production Manager' as the subject line.

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