

Departmental Descriptions

Art Services and Preparation

The Art Services and Preparations Department is responsible for all aspects of exhibition planning and installation. Its work includes preparatory drawings of exhibitions that detail construction, layout and material specifications as well as assistance with transportation, installation and final exhibition inspection. ASAP also locates and retrieves artworks for other museum departments, in addition to performing its own periodic inventories.

Conservation

The Conservation department is responsible for the treatment, safety and maintenance of the Museum's vast collection of artworks, ranging from Impressionist paintings to Minimalist sculptures

Curatorial

Curators are responsible for the collection, exhibition, and interpretation of artworks. Drawing upon art-historical expertise, the curators decide what artworks to acquire for the museum's permanent collection and work with the Conservators and Registrars to oversee their proper care and maintenance. They research or oversee research of these artworks, maintain detailed records on them, and interpret them to the public through exhibitions and publications. As exhibition organizers of both artworks in the permanent collection and works on loan from other institutions or private collections, the curators have wide-ranging responsibilities: they conceive of the theme of the exhibition, select the artworks, secure loans as needed, determine the placement and presentation of the artworks, prepare wall texts and other didactics, and work with Education to develop public programs such as lectures and symposia. Curators also work with the Publications department to produce collection and exhibition catalogues, as well as member magazines and website content. Finally, Curators cultivate and maintain relationships with artists, galleries, and colleagues at other institutions, as well as trustees, acquisition committee members, and other donors and supporters of the museum.

Development

The Development Department is responsible for raising a significant part of the museum's budget through individual contributions, memberships, grants and corporate sponsorship. The Department has three branches: Individual, Institutional, and Corporate. Individual Development cultivates members and individual donors, through marketing, special events and one to one relationships. Institutional Development sources funds from government foundations and other philanthropic organizations, and Corporate Development builds partnerships with various corporations. Funds raised through the Development department go towards funding exhibitions, educational programs, acquiring new art work for the permanent collection and supporting the day to day operations of the museum.

Director's Office

The Director's Office has a dual function: the Museum Director's Office is responsible for the overall direction and administration of the Solomon R. Guggenheim Museum, establishment of goals and the planning and development of policies for the Museum; the Foundation Director's Office manages the Museum within the scope of the Guggenheim Foundation, including its relationship with the Peggy Guggenheim Collection in Venice, the Guggenheim Museum Bilbao, the Deutsche Guggenheim in Berlin.

Education

The Education department develops and implements programs and materials for all museum constituencies including adults, children, families, educators, scholars, museum members, seasonal and general visitors.

Exhibition Design

The Exhibition Design department designs and oversees the installation of exhibitions in all Guggenheim Museums and outside venues for traveling exhibitions. The department is a repository of architectural information of the museum drawings, models and a library of maquettes of the collection. The department works with curators to determine the layout of exhibitions and designs aspects necessary for the installation of an artwork.

Exhibition Management

The Exhibition Management department controls the budget and logistical aspects of exhibitions at the Solomon R. Guggenheim Museum and traveling exhibitions.

Finance

The Finance department is responsible for the planning, control and administration of the financial operations of the Museum.

Graphic Design

Graphic design is an integral part of the image of the museum. The Graphics Department is responsible for the design and installation of the museum's building and exhibition signage, as well as the design and production of various printed materials, including exhibition-related ephemera (e.g., invitations, educational guides, and direct mail), informational brochures, and publications for all museum departments.

Human Resources

The Human Resources Department is responsible for all activities related to employees including staffing, training, development and employee relations issues. The Department performs recruitment activities and conducts research on personnel related issues, such as employee benefit programs and labor regulations.

Information Technology

The Information Technology Department designs, implements, and maintains the information technology infrastructure and applications that enable the Museum staff to effectively and efficiently accomplish their goals. The IT Department produces the strategies and tactics for introducing new technologies and solutions to further enhance staff productivity. It also responds to user requests for technology assistance on a daily basis and explores new technologies that will enhance the visitor experience in the Museum itself.

Library/Archives

The Library consists of published resources focused on Modern and contemporary art, architecture, and photography, with an emphasis on the museum's international collections and exhibitions, and serves the research needs of Museum staff. The Archives contains primary-source documentation that reflects the museum's history, exhibitions, and collections, and is open to Museum staff and qualified researchers. Library and Archives staff is responsible for the maintenance and management of the archives and library holdings.

Legal

The Legal Department is responsible for all legal matters of the Museum. Departmental responsibilities include drafting and evaluating legal contracts, evaluating internal museum policies, preparing for contract negotiations, and performing legal research on art law issues.

Marketing

The Marketing Department is in charge of creating and maintaining brand awareness and identity, as well as building audiences at the Museum through advertising and other marketing vehicles including various cross-promotional opportunities.

Photography

The Photography Department is responsible for the photography of all objects in the Museum's collections. The Department performs all activities related to rights and reproduction of works for publications, the storage and maintenance of photographs and transparencies, handling archive requests from internal museum departments as well as outside institutions and researchers, and other technical tasks in the studio.

Public Affairs

The Public Affairs Department is responsible for the transmission of information to both the press and the public. The Department's responsibilities include creating press releases, communicating with the media, developing advertising materials, maintaining press files, and attending public relations events.

Publications

The Guggenheim is unique among American museums for its ability to simultaneously publish books and catalogues in several languages. The Publications department designs and edits exhibition catalogues and collection books of the highest quality and scholarship, and working with international distributors it insures their availability in bookstores on every continent. The museum's catalogue *Zaha Hadid* is the current best-in-show winner in the American Association of Museums annual Museum Publications Design Competition, the most prestigious juried event of its kind.

The Publications department also manages Guggenheim.org, which includes not only information about the museum and current programming, but the Collection Online, a database of over 600 artworks from the foundation's permanent collection, with accompanying texts.

Registrar

The Registrar's Department is responsible for the maintenance of records relating to the collections of the Museums, and oversees the movement, packing, transportation and storage of objects in the Museum's collections. The Department communicates with all exhibition lenders and oversees all loan agreements, developing and implements policies and procedures pertaining to the acquisition, management and disposition of collections. The registrar also handles arrangements for accessions, loans, packing, shipping, storage, customs, and insurance.

Retail

The Retail Department is responsible for the Museum's retail stores, direct mail and wholesale operations, and product development.

Special Events

The Special Events Department is responsible for the planning, coordination and administration of various special events at the Museum. The Department organizes corporate sponsored events and museum sponsored events, particularly related to exhibition openings.

Special Projects

The Special Projects Department investigates the possible future design and development of international Guggenheim museums, with a focus in the Middle East, Asia, and Latin America. A primary aspect of these investigations is the conduct of feasibility studies for specific proposed projects.

Visitor Services

The primary function of the Visitor Services Department at the Guggenheim Museum is to assure a positive experience for all Museum visitors. The goal of our policies, procedures and programs is to encourage initial and repeat visitation, ultimately leading visitors to become members. The Department's activities include: providing superior customer service to visitors, selling museum admission, promoting Membership as well as ongoing public programs, group sales, event coordination, box office requests, researching and implementing effective visitor communications techniques.