

# INDEPENDENT

Position: Senior Project Manager

## About Independent



Independent, New York, 2026, Pier 36, photography by Kunning Huang / CKA. Courtesy of Independent.

Independent is a mission-driven organization that serves galleries, collectors and institutions internationally. Originally established in 2010 with a collective art exhibition at the former Dia Center for the Arts, we now produce two landmark shows (Independent and Independent 20th Century), publish editorial features and scholarship, and program a range of research-based initiatives that bring together leading artists, gallerists, curators, and thought leaders.



Independent 2026, to be held at Sotheby's at The Breuer

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## Our Shows

As curatorial and artistic directors of critically acclaimed shows, we are active influencers of the New York and global art landscapes. Our shows are invite-only via nomination to prospective galleries to ensure curatorial excellence.

**Independent**, our show devoted to 21st Century art, premieres more solo artist debuts than any other New York art fair. We contextualize, validate, and forecast future-facing trends for established collectors and collecting institutions.

“Independent has a near cult status among art world insiders, consistently serving up intriguing, original contemporary art.”

– *The Wall Street Journal*



Independent, New York, 2015, Dia Center for the Arts, Nicolas Party, The Modern Institute, Glasgow. Photography by Etienne Frossard. Courtesy of Independent.

**Independent 20th Century** broadens our understanding of the canon from 1900–2000, featuring new perspectives on historically recognized artists alongside lesser known voices.

“Independent has completed its transition from boutique outlier to art world institution.”

– Will Henrich, *The New York Times*



Independent 20th Century, New York, 2024, Casa Cipriani, Lenore Tawney, Alison Jacques, London. Photography by Alexa Hoyer. Courtesy of Independent.

Both shows produce a comprehensive **Online Fair** that acts as a curated companion to the physical fair, serving as an essential editorial and market resource for those looking to deepen their understanding of Modern and contemporary art and artists. Independent remains fully committed to a hybrid experience, embracing digital tools to make the show, and its artistic content, freely accessible to a global audience.

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## About The Role

### Position

Senior Project Manager

### Compensation

50,000 - 60,000 for 6 month project, with possibility to extend

### Report to

Chief Operations Officer

### Start Date

July 1, 2026

Independent is seeking a disciplined, hands on, Senior Project Manager to support operational planning, cross-functional coordination, and fair execution. This role works closely with management and internal departments to manage timelines, workflows, operational communications, and project delivery across Independent and Independent 20th Century. The Senior Project Manager serves as a central coordination point between teams and external partners, helping ensure projects remain organized, on schedule, and operationally aligned from planning through onsite execution. Importantly, the Senior Project Manager should be passionate about systems and processes, and willing to teach that passion to young teams. This is a leadership position in which coaching young people and shaping mindsets is key.

## Key Responsibilities

### Operational & Project Leadership

- Lead project planning and operational coordination across multiple concurrent initiatives and fair timelines
- Build and manage detailed project schedules, trackers, operational workflows, and departmental deliverables
- Maintain visibility across interdependent workstreams and proactively identify operational risks, bottlenecks, and scheduling conflicts
- Drive accountability across teams and ensure timely follow-through on action items and deliverables
- Support operational decision-making and escalation management during high-pressure project phases
- Provide strategic leadership through effective coaching and mentorship

### Cross-Functional Coordination

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- Serve as a central point of coordination between leadership and internal departments including production, exhibitor relations, marketing, VIP, programming, and operations
- Lead recurring cross-department meetings and maintain clear communication across stakeholders
- Ensure operational consistency and alignment across internal systems, timelines, and communications
- Support implementation and refinement of internal workflows, processes, and project management systems

## Fair Operations & Vendor Management

- Coordinate with production consultant, contractors, vendors, and service providers throughout planning and onsite execution
- Support fair installation, live event operations, troubleshooting, and breakdown logistics
- Oversee operational readiness across departments during active fair periods
- Assist in managing onsite issue resolution and real-time operational problem-solving

## Reporting & Administrative Oversight

- Maintain organized operational documentation, reports, schedules, and project archives
- Support leadership with reporting, planning, and postmortem processes
- Assist with onboarding and knowledge transfer processes during transition periods
- Assist with financial true ups and vendor payments

## Systems

- Drive protocols for using systems across the organization (ie Hubspot, [Monday.com](https://www.monday.com/), Slack, Dropbox)
- Develop and maintain rules around system usage & maintenance
- Work with stakeholders and consultants on transitions from legacy systems to updated systems

## Qualifications

- 10+ years of experience in project management, event operations, exhibition management, live events, or related operational leadership roles
- Strong experience managing complex cross-functional projects with multiple stakeholders and overlapping deadlines
- Excellent organizational, communication, and problem-solving skills
- Demonstrated ability to operate effectively in fast-paced, deadline-driven environments
- Strong judgment, prioritization, and escalation management capabilities
- Experience managing vendors, production timelines, and operational logistics
- Proficiency with project management platforms such as Monday.com, Asana, Airtable
- Proficiency with office systems such as Google Workspace, Microsoft Office

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- Proficiency with CRM systems such as Hubspot, Salesforce, or similar platforms
- Experience within art fairs, exhibitions, galleries, cultural organizations, hospitality, or live events valued

Independent is an equal opportunity employer. To apply, please email a resume and brief cover letter to Eunice Zhong [eunice@independenthq.com](mailto:eunice@independenthq.com).