

JOB DESCRIPTION

EXHIBITS MANAGER



JOB INFORMATION

Job Title:	Exhibits Manager	Department:	Programs
Reports To:	Programs Director	FLSA Status:	Full-time, hourly
Compensation:	\$15.00-\$17.00/hr	Level:	Manager

SUMMARY

Manages visioning, planning, development, execution, and maintenance of exhibits at the Museum. An excellent project and volunteer manager, this individual completes and maintains creative, academically excellent, and effective interpretive exhibits surrounding select parts of the Museum's collection.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for managing all aspects of exhibit interpretive vision, research, planning, design, fabrication, unveiling, and maintenance.
2. Lead and challenge all those helping with exhibition to academic rigor and interpretive excellence. Must have the heart of one willing to learn and collaborate in telling history.
3. Reaches out to and relies on academic and cultural experts when developing narrative and interpretive direction for exhibits. Involves content experts in all levels of exhibit work as much as possible.
4. Lead exhibits team to ever increasing (but sustainable) creativity within exhibits via technology, lighting, color, design, structure, placement, etc.
5. Identify and lead internal and external help needed to implement these ideas.
6. Work with open mind to actively listen to the community and fulfill their exhibition needs.
7. Is the staff facilitator for the Board of Directors' exhibits advisory committee.
8. Follow direction set by the Programs Director (who acts for the Executive Director and Board of Directors) with a focus on the fulfillment of MOWT's strategic pillars, mission, and vision through an integrated short-term and long-term exhibits plan.
9. Communicate with and lead staff, volunteers, interns, vendors and contractors involved with exhibits work including, but not limited to, graphic designers, contractors, sign writers, printers, architects, etc.
10. Set the tone for exhibits content mix and hold all exhibits developers to high exhibit standards.
11. Lead development of the structure, themes and content for new and existing exhibits.

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12. Utilize PastPerfect to access item information and work with collections staff to manage records, as relevant to exhibits, and assist with the process of item selection for exhibits.
13. Work very closely with Education Manager to ensure compatibility of exhibits with educational programming and superb interpretive quality in exhibits.
14. Work very closely with Collections Manager to ensure safe display of items during exhibition.
15. Maintain excellent lines of communication with Programs Director. Communicate budget, supply and preparation needs to Programs Director.

DEPARTMENTAL ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

1. Ensure the successful implementation of MOWT's mission to educate, entertain, and inspire.
2. As a member of the Programs Department, may occasionally be called upon to step in as be secondary point of leadership and execution for other Programs Department areas such as:
 - a. Planning, development, implementation, and evaluation of **educational programs**
 - b. Planning and execution of the Museum's **marketing, events** and communication strategy
 - c. Caring for and managing Museum **collections**
3. Cheerfully complete general organizational tasks as part of a regular weekly schedule including, but not limited to, some front desk coverage, tour and program delivery, cleaning, event support, etc.
4. Promote equality and diversity in all aspects of your work. Develop and advocate for concrete plans to increase diversity in viewpoint both within the exhibits themselves and within those working to make the exhibits.
5. Supervise, coach, and support volunteers and interns.
6. Where necessary, develop and maintain excellent relationships with loaners and donors in close cooperation with other Programs staff.
7. Show dedication to first-class customer service and a healthy Museum work culture at all times.
8. Attend Museum trainings and other professional development opportunities as directed by supervisor.
9. Assist Programs staff with the development of partnerships and ventures both within MOWT and with external organizations where necessary, including academic partners, lenders, and donors.
10. Communicate and partner with all other departments in MOWT on behalf of and in coordination with the Programs Department and help with museum-wide projects when needed.

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PERSONAL ATTRIBUTES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Keen passion for the Museum's mission of providing a gateway to the past which educates, entertains, and inspires lifelong learning.
2. Strong customer service focus.
3. Excellent coaching skills for developing a team of high performing individuals.
4. Demonstrated leadership skills to guide the group, develop plans strategically and provide administrative structure to the staff, volunteers and interns as they manage the brand, assets, facilities and equipment of the Museum.
5. Friendly, compassionate, and professional demeanor.
6. A self-starter who demonstrates a high sense of ownership and integrity that is willing to work independently within a team structure, demonstrating initiative and proficiency at problem-solving.
7. Able to communicate enthusiastically, yet maturely, with a wide range of populations and in front of large diverse groups, including all age groups, nationalities, religions, and abilities.
8. Scrupulous attention to detail in all aspects of work is required.
9. Maintains an exceptional level of communication to ensure timely and efficient exchange of information, both positive and negative, using email, text messages, voicemail, and face-to-face meetings.
10. Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.
11. Proven ability to deal in a professional and cordial manner with the public and professional colleagues at all times.
12. Ability to plan, service, and supervise a variety of events with the assistance and cooperation of other staff members.
13. Ability to anticipate equipment and other needs for individual events.
14. Dress code is business casual with modifications allowed to fit role's functional needs. When in a forward-facing role employees are expected to wear a logo either on a clothing piece or on a nametag.
15. Must have reliable transportation and a current working cell telephone with a number that can be accessed (by voice and text) for contact purposes.
16. Working knowledge of Microsoft Office. Proficient in use of personal computer.

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EDUCATION and/or EXPERIENCE

1. College level work or equivalent experience in history, museum studies, education, or a related field. Master's degree a plus. Proven research experience required. Previous experience in museum work desired.
2. Excellent project management and delegation skills are a must.
3. Experience with fabrication, PastPerfect, Adobe Design Suite, and customer service are preferred. Willingness to learn in these areas is a must.

CERTIFICATES/ LICENSES/ REGISTRATIONS

1. First Aid/ CPR Certification a plus.

LANGUAGE SKILLS

1. Excellent grasp of academic and creative writing is crucial.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to write routine reports and correspondence.
4. Ability to deal effectively and courteously with user groups, their representatives, and the general public.
5. Ability to communicate in English in a clear and concise manner, both orally and written. Bilingual is a plus.

REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events, and stimulus may occur simultaneously.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, dealing with both abstract and concrete variables.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to perform the following as a single act, or simultaneously: stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk, and hear.
2. The employee frequently is required to walk, stand, and or sit.

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3. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
5. The employee must be able to project their voice for presentations for time periods of up to 4 hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.
2. While a fairly regular schedule is the goal, at times this position requires evening and weekend work as well as some holiday work.

TO APPLY

Please apply by sending your cover letter and resume to Kristin Martin at kmartin@worldtreasures.org. Samples of relevant work in museum writing, design, and project management are welcome.

INTERVIEW PROCESS

The interview process may consist of informal phone conversation(s), first in-person interview with supervisor and a second interview with a panel. This job search process does not have a time limit or official end date. Process subject to change without notice.