



EXHIBITS MANAGER POSITION DESCRIPTION

DEPARTMENT: EXHIBITS
IMMEDIATE SUPERVISOR: SENIOR VICE PRESIDENT
STATUS: FULLTIME
HOURS: 40 HRS. /WEEK

THIS POSITION SUPERVISES THE FOLLOWING STAFF:

Exhibits Staff
Environmental Services Staff

POSITION PURPOSE:

The Exhibits Manager is responsible for managing, planning and staging the operational, logistical and financial aspects of exhibits and environmental services. Collaborating with museum staff and outside suppliers by building relationships, negotiating costs and evaluating services provided. Develops, maintains and supervises Exhibits and Environmental Services staff. Prepares all environmental services documents and schedules, maintains all existing files and manages budgets.

LEADERSHIP:

- Thinks strategically about the goals of the Museum and provides visionary leadership to accomplish those goals;
- Responsible for reporting project timelines to Exhibit Committee and Leadership Team;
- Responsible for evaluating best practices for Museum esthetics and cleanliness.

DUTIES AND RESPONSIBILITIES:

Project Manager

- Assist in preparing annual budget for Exhibits Department and Environmental Service Department;
- Builds budgets and timelines for projects from exhibit designs and materials and manages those projects;
- Supervises contracts, contractors and controlling budgets of core exhibit installations or renovation of existing exhibits;
- Oversees safety of staff and guests on or around work sites;
- Liaises with Senior VP, Technical Services Manager and outside experts to create a sensory experience for the visitor;
- Maintains collaborative environment with curatorial and education staff to address modifications or concerns with exhibit fabrication;

- Oversees fabrication and installation of exhibits in-house and contracted out and ensures exhibit opening deadlines are met;
- Communicates well with staff on timelines, exhibit openings and resources for exhibits and applicable staff;
- Coordinates with Senior VP and Technical Services on exhibit maintenance;

Environmental Services

- Schedules Environmental services staffing for daily staffing, coordinates with Guest Relations to provide event staffing and special occasion staffing;
- Conducts Environmental Services personnel meetings, training and ensures staff development;
- Reviews vendor service contracts and advises Senior VP;
- Maintains adequate level of custodial supplies for daily facility operations;
- Performs other related duties as required.

ACCESS REQUIREMENTS:

Access to museum before and after hours, all public areas, all exhibition floor spaces, Exhibit Shop, access routes, service elevators and exhibit support areas.

SPECIAL AUTHORIZATION:

Authorized to negotiate and sign environmental services contracts with consent of the Senior VP, purchase capital equipment with approval from Senior VP in accordance with the Capital Expense Policy.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

Must have a Bachelor’s degree in construction or five years work experience in a related field; plus two years experience in a supervisory role.

SKILLS AND ABILITIES

- Ability to lead and administer teams while working on multiple projects on budgets
- Strong administrative skills; ability to lead, organize, delegate and ensure good communication within teams; ability to foster collaboration within internal and external teams
- Experience with general shop equipment including wood and metal working hand and power tools
- Knowledge in all aspect of construction, fabrication, demolition, budget building and management
- Knowledge of hazardous chemical disposal

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but may fluctuate during exhibit installation and teardowns.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)