

POSITION DESCRIPTION

Title: Coordinator, Exhibits

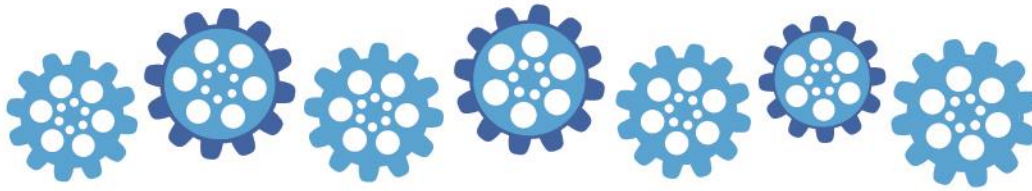
Reports to: Senior Manager, Creative & Exhibits

Summary: Reporting to the Senior Manager, Creative & Exhibits, the Exhibits Coordinator is responsible for the overall planning, organization, and functionality of all museum exhibits with a "hands-on approach" including but not limited to: exhibit design and layout, graphic design for the exhibits, interactive exhibit repairs and adjustments.

Employment Classification: Full-time; 40 hrs./week

Responsibilities:

- Support the department's operational and strategic planning, including fostering innovation, planning projects, and organizing/negotiating the allocation of resources to directly support the visitor experience.
- Assist with the Management of Exhibits' capital and operational expenses to assure forecast and budget are met.
- Develop exhibit designs and themed environments with input and support from team members, leads design process from conceptual and schematic design to: design development, construction, installation, and post-construction evaluation.
- Develops and/or facilitates the creation of hands-on exhibit interactives including working with multiple museum departments on low-tech and high-tech digital components; recommends equipment purchases, develops, and coordinates with appropriate supervisors the implementation of polices for new exhibits.
- Manage museum's traveling and mobile exhibitions to including oversight of scheduling, shipping, packing/unpacking, setting up/taking down exhibits; and choosing among display alternatives to maximize the quality of visitors' experience.
- Assist with the production of graphic design elements of exhibits, both digital and print materials, to include designing, editing, printing and mounting.
- Conduct daily inspections of all the exhibits and ensure interactives are operating at optimum level. Identify potential and/or existing problem areas and coordinate the prompt servicing/repair of equipment.
- Coordinate with all internal departments on exhibit repair and maintenance work to be completed. Effectively communicate scope of work and timing as well as potential risk to operations or personnel.
- Act as the point-person for exhibits during off- hours. Ensure that the needs of internal customers are addressed and rectified at all hours of operation.
- Ensure effective and efficient working relationships between team members, end users, and management
- Oversee the day-to-day activities and manage the performance of exhibits team members.
- Gather information on quotations and canvassing of vendor prices for all exhibit needs (i.e. electrical/lighting supplies, and tools.) Make the final recommendation for products and serves to be acquired to the Senior Manager, Creative & Exhibits.



- Perform hands-on tasks including but not limited to: maintenance and repair of water based interactives, rudimentary electrical repair (Low Voltage systems and programs), cabinet production and repair, basic mold making and fiberglass, basic metal work and carpentry.
- Deliver expected results in a timely manner with emphasis on quality, completeness and accuracy.
- Other duties as assigned.

Qualifications:

- High school graduate or equivalent required, Associates Degree preferred; minimum 5 years progressively responsible experience in related field, i.e., exhibit design, interior design, furniture design, museum studies (additional education may be substituted for some experience).
- Exhibit design administration/maintenance experience in a supervisory capacity.
- Knowledge of ADA requirements and OSHA regulations.
- Comprehensive knowledge of methods and techniques of the trades (museum exhibit techniques; museum practices, protocol and ethics; design and graphic design principles;) required.
- Experience in vendor management/performance and negotiation of contracts, including analyzing of RFPs and vendor bids to determine best course of action.
- Ability to create and interpret blueprints, schematics, drawings, and specifications.
- Ability to juggle multiple tasks in a deadline driven environment.
- Exhibit flexibility and openness to change in work activities, responsibilities, work schedule/hours including evenings and weekends.
- Experience using tools and performing general repairs and maintenance.
- Proven ability to thrive in a fast-paced environment. Must be able to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Microsoft Office knowledge (i.e. Word, Excel, Outlook, etc.), Adobe Creative Cloud; Fusion360 and/or AutoCAD (or similar).
- Must have car and Valid UT drivers' license.

Working Conditions:

- Ability to work more than a 40-hour week with irregular work hours including nights when needed.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry supplies weighing 50 pounds without assistance.
- Ability to walk, stand, and sit (including on the floor) for extended periods of time.
- Position requires bending, leaning, kneeling, twisting, stooping, pushing/pulling, climbing (ladders), and walking.
- Ability to function in a high-pressure environment and to meet stringent deadlines on time.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to be on-call after hours to respond to emergency situations.
- Must work a flexible schedule including weekends.