

CITY OF SPRINGDALE
Position Description

TITLE: Exhibits Manager (full time)

DEPARTMENT: Museum

DATE: July 1, 2005

JOB SUMMARY: Responsible for planning, coordination, design, construction, maintenance, and evaluation of museum exhibits, both on- and off-site.

SUPERVISION RECEIVED: Works under the guidance of and reports to museum director.

SUPERVISION EXERCISED: Trains and exercises direction over volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with museum exhibit committee as coordinator to plan, schedule, construct, and evaluate exhibits and to help set exhibit philosophy, goals, and guidelines.
- Serves as curator for selected exhibits, including research, creation of storyline/labels, coordination with collections manager and librarian, conceptual design, fabrication, installation, and lighting.
- Assists other staff curators with label production, conceptual design, fabrication, installation, and lighting of exhibits.
- Maintains and upgrades, where needed, audio-visual exhibit functions.
- Maintains and upgrades, where needed, all exhibits.
- Monitors effectiveness of exhibits and designs and implements exhibit evaluations.
- Serves as staff coordinator for accommodating exhibits in respect to Americans with Disabilities Act, OSHA and other safety regulations, hazardous materials handling/use, and security needs.
- Assists other staff with exhibits and signage for outbuildings and off-site locations.
- Assists collections manager with packing and/or shipment of exhibit loans or materials.
- Manages exhibit budgets and exhibit-related grant funds in consultation with director.
- Purchases, transports, and stores supplies and materials.
- Trains and supervises volunteers to assist with exhibit preparation and installation and occasionally supervises contracted labor on exhibits.
- Evaluates current practices and stays current with professional standards and exhibits theory, techniques, and technologies in order to develop multiple access systems, meet the needs of a diverse audience, and plan for changing needs of staff and the public.
- Maintains exhibit tools and supplies and orders tools and supplies as needed.
- Assists with special museum events.
- Is part of museum's senior staff team for policy, procedure, and strategic plan development and for assistance in budget development.
- Performs other duties as assigned.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones, picking up supplies, making arrangements for use of museum facilities, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Assists other staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree (Master's degree preferred) in art, design, or related field or technical degree/diploma/certificate in graphic design or a skilled trade profession; three or more years of experience in museum or similar environment including demonstrated experience in exhibit design, fabrication, graphics, and installation, as well as one year in supervisory capacity; or any equivalent combination of education and experience.

Necessary Knowledge and Skills: Considerable knowledge of exhibit design and construction, graphic design, color theory, mount-making, and design/fabrication materials; working knowledge of lighting techniques and technologies; some knowledge and experience in proper handling of museum collections; some research skills; considerable knowledge of computer systems, including word processing and layout; considerable knowledge of labeling and mounting techniques; some experience in basic carpentry and electrical work; considerable knowledge of and ability to handle small power tools and various electronic equipment; some knowledge of pertinent legal requirements, such as provided by OSHA and the ADA; working knowledge of general philosophy, principles, and practices of history museums.

Creativity and flexibility; ability to create age-appropriate learning experiences; ability to be organized and self-directed; ability to multi-task; ability to work under deadline pressures; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with area schools and teachers, volunteers, assistants, supervisor, other agencies, and the public.

TOOLS AND EQUIPMENT USED: Computer, especially graphic design systems; laminator; hand and power tools; painting/finishing equipment; audio-visual equipment such as VHS and DVD players, televisions, and audio-repeater units; general office equipment.

PHYSICAL DEMANDS: Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; frequently required to climb or balance, stoop, kneel, or crouch; often lifts and/or moves up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Noise level in work environment ranges from somewhat quiet to noisy. Responsibilities may require working outdoors in a variety of temperatures and conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.