



3.1.18

Job Description

EXHIBITS MANAGER

POSITION REPORTS TO

Chief Executive Officer

POSITION SUMMARY

The Exhibits Manager is responsible for planning, coordinating, designing, constructing, maintaining and evaluating Museum exhibits.

ESSENTIAL FUNCTIONS

- ✓ Works with the education team to plan, schedule, construct and evaluate exhibits and to help set philosophy, goals and guidelines.
- ✓ Oversees the installation of exhibits including purchasing necessary materials, painting, producing labels and graphics.
- ✓ Maintains and updates exhibits
- ✓ Monitors safety and physical requirements for exhibits, assuring consistent temperature and humidity for storage of collections and exhibition galleries.
- ✓ Monitors effectiveness of exhibits and designs and implements exhibit evaluations.
- ✓ Ensures that exhibits accommodate the Americans with Disabilities Act and other regulations.
- ✓ Maintains sensitivity and appeal to a diverse audience, cognizant of demographics of the community.
- ✓ Manages exhibit budgets and exhibit-related grant funds in concert with director.
- ✓ In coordination with the Volunteer Coordinator, evaluates the role of volunteers related to exhibits. Trains and supervises volunteers to assist with exhibit preparation and installation.
- ✓ Evaluates current practices and stays current with professional standards and exhibits theory and technology in-order to meet the needs of a diverse audience and plan for changing needs of staff and the public.
- ✓ Maintains exhibit supplies.
- ✓ Perform related duties as assigned.

QUALIFICATIONS

- ✓ Minimum Bachelor Degree in art, design, or related field; Master's degree preferred. Combination of education and experience will be considered.
- ✓ Minimum three years experience in museum or similar environment including demonstrated experience in exhibit design.
- ✓ Knowledge of exhibit design, materials, lighting techniques, labeling.
- ✓ Knowledge of pertinent legal requirements, such as OSHA and ADA.
- ✓ Knowledge of childhood learning theory preferred.
- ✓ Creativity and flexibility.
- ✓ Organized, self-directed, ability to work under deadline pressures.
- ✓ Ability to establish and maintain working relationships with the public
- ✓ Ability to use tools, reach, bend, stand, crouch, climb and lift up to 50 pounds.
- ✓ Visual ability including color, depth perception, peripheral vision

Please email cover letter, resume, salary requirements and references to:

Meghan Ladolcetta -mladolcetta@exploreandmore.org

Explore & More-Ralph C. Wilson Children's Museum  
300 Gleed Avenue, East Aurora NY 10452