



Job title	<i>Director of Exhibits</i>
Reports to	<i>Executive Director/ CEO</i>
Department	<i>40-000</i>
Grade	<i>TBD</i>

Job summary

This is a senior-level position reporting to the Executive Director/CEO. The job requires previous experience in informal science education, exhibit development, staff management, project planning, and project management.

The Director of Exhibits oversees temporary and permanent exhibit development, design, fabrication, installation, and maintenance for Discovery Lab. The Director of Exhibits develops and monitors the annual exhibits budget, oversees exhibit production shop areas, and contracts with outside vendors as necessary. This position also provides oversight for facilities; ensuring that the museum is maintained, clean, and safe.

Duties and responsibilities

Primary functions:

- Ensures that all exhibits are aligned with Discovery Lab's strategic plan and mission objectives.
- Designs or supervises layout of temporary exhibits
- Responsible for exhibit installations and de-installations
- Manages the exhibit development process for new museum-produced exhibits and renovations.
- Directs exhibit design, development, prototyping, and construction
- Develops and monitors budgets and work schedules for exhibits, evaluation, and facilities departments
- Provides content/collateral required by development for grant writing and fundraising
- Responsible for exhibit repair and maintenance.
- Develops, articulates, and implements a strategic vision for traveling exhibitions and exhibit sales
- Oversees development of technical manuals to support traveling exhibitions
- Serves on the museum's leadership team

Secondary functions:

- Oversees exhibit production shop areas to ensure organization, safety, tool/equipment inventory and maintenance, and cleanliness.
- Ensures effective cross-departmental communication and collaborates on museum-wide projects
- Oversees preventative maintenance, repair, and enhancements of Discovery Lab facilities

- Oversees the cleaning and maintenance of facility
- Manages the receiving function
- Assumes other responsibilities/ tasks assigned by the Executive Director/CEO

Qualification requirements

Knowledge and skills:

- Proficient in museum exhibit design or development; children’s and science museum exhibit design or development preferred.
- Demonstrated experience in project management and budgeting
- Demonstrated experience in staff supervision and team leadership
- Experience working in a team environment
- Proficient in Microsoft Office and computer-aided design programs
- Demonstrated strategic, financial, project, and time management skills

Education and work experience:

- Four-year college degree
- Prior experience in science or children’s museums
- 3 + years’ experience in all aspects of exhibit management, equivalent Discovery Lab experience will be accepted
- 2+ years’ experience with development and oversight of budgets, establishment of work plans, creation and implementation of project timelines
- 2+ years managing individuals who are working on projects or programs

Preferences:

- 2+ years leading the design and fabrication of interactive exhibits for public audiences
- Bilingual—Spanish/English.
- Experience working with volunteers.
- Nonprofit and museum experience

Working conditions

This job is a regular, full-time, exempt, salary position. The typical work schedule for this job is Monday - Friday between 9 am – 5:30 pm. Occasional after hours and weekends may be required. Moderate to loud noise environment. May work in a shop environment with power tools and heavy equipment. Shared office environment.

Physical requirements

% Sitting, % Standing, % Lifting/Carrying/Pushing/Pulling 10-50 lbs.

Additional requirements

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

Exhibits Manager
Exhibit staff, contractors, and volunteers

Approved by:	
Date approved:	

Revised:	
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This position description is representative of the major position requirements and is not intended to be all inclusive.

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