



## **Exhibit Manager**

40 hours per week (full time), exempt

Powerhouse Science Center seeks a creative, collaborative self-starter to lead the exhibits department. This is a unique opportunity for a passionate creative exhibit professional interested in joining our growing team. The Exhibit Manager will have general responsibility for planning, development, design and installation of all in-house and any incoming externally organized temporary exhibits. As the Science Center transitions from its current space to its new building, scheduled to open in late 2020, the Exhibits Manager will play a critical role in understanding and overseeing the conceptualization, design and fabrication of all museum exhibits and corresponding multimedia.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Leads Powerhouse Science Center exhibit initiatives with internal and external partners as necessary.
- Prioritizes departmental projects, initiatives, budget expenditures, and allocation of resources based on immediate and longer-term institutional needs.
- Creates and implements short term and long term plans and schedules for exhibit repair, preventative maintenance, upgrades and replacements.
- Researches potential options for temporary exhibits and oversees installation
- When needed, manages key vendors, staff, and contracted personnel including exhibit developers, exhibit designers, lighting designers, graphic designers, fabricators, etc.
- Facilitates the constant flow of timely exhibit related information to other departments, members of management, staff and visitors.
- Manages daily operations of the exhibit department, including any staff or volunteer supervision, purchasing, and exhibit maintenance.
- Creates interactive, participatory, and technology-based prototypes and exhibits.
- The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. The Powerhouse Science Center maintains the right to augment or delete duties and responsibilities as business dictates.

### **MINIMUM QUALIFICATIONS**

- Bachelor of Science or Bachelor of Arts degree required or equivalent knowledge and experience. Advanced degree in Industrial Design, Museum Exhibition Design, or Museum Studies Preferred
- Minimum of 5 years in a museum/ science center/ informal learning setting, preferably in a science focused environment.
- Knowledge of museum exhibit design standards and techniques
- Experience with presentation drawing, drafting and construction drawing

- Experience in exhibition design, lighting, fabrication and installation
- Familiarity with Microsoft Office products such as Word, Access, Publisher and Excel
- Proficiency with AutoCAD drawing programs, Adobe Creative Suite and Microsoft Office Suite
- Software programming skills highly desirable
- A working knowledge and demonstrated understanding of a wide variety of computer and electro-mechanical systems as they would relate to interactive exhibits
- Familiarity with shop tools and equipment and materials used in exhibit construction.
- Ability to lead and administer teams while working on multiple projects
- Strong administrative skills and ability to lead, organize, delegate and ensure good communication within the exhibits team.
- Work a flexible schedule, which will include evenings, weekends and holidays
- Requires routine lifting of various materials and equipment to a maximum of 50 pounds
- A demonstrated passion for making a difference in our community
- Strong working knowledge of Excel, Word, and Access/database management software
- Experience managing competing priorities and multiple deadlines
- Ability to work both independently and with a team
- Initiative to establish and maintain effective interpersonal relationships with Powerhouse employees, volunteers, visitors, donors, and community partners
- Well-developed organizational skills, time management skills, and attention to detail
- Good verbal and written communication skills

## **WORK CONDITIONS**

- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities may expose employee to high noise levels, temperature changes, gas and/or electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

## **EMPLOYMENT SCREENING & COMPLIANCE**

- Background check required.
- Employee must comply with all organizational policies, especially those involving the safety of fellow workers, volunteers, and customers.
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.
- Powerhouse Science Center IS AN EQUAL OPPORTUNITY EMPLOYER

## **APPLICATION**

If you are interested in this position, please send a cover letter and resume to Rita Mukherjee Hoffstadt, Deputy Director, [rmhoffstadt@powerhousesc.org](mailto:rmhoffstadt@powerhousesc.org), with Exhibit Manager in the subject line.