



## **Montshire Museum of Science Job Description**

### **POSITION TITLE**

**Director of Exhibits**

### **DEPARTMENT**

Exhibits, Senior Management

### **TITLE OF SUPERVISOR**

Executive Director

### **SUMMARY DESCRIPTION**

The **Director of Exhibits** is responsible for providing the vision, leadership, direction, and oversight of the implementation of the museum's exhibition program, including the Montshire's outdoor experiences and interactive landscape. This position provides guidance and team leadership to the exhibits staff, and develops and oversees departmental administration and budgets. In collaboration with other directors and managers of museum-wide projects, this position works to fulfill the Montshire's strategic plan and advance the institution.

As part of the senior administrative leadership team, the Director of Exhibits participates in the organization-wide consideration of ideas and issues, and provides leadership for improvement of all aspects of the Museum.

### **RESPONSIBILITIES**

*Responsibilities include but are not limited to:*

- Provides team leadership and oversight for the Museum's overall exhibits program.
- Provides oversight and direction for Museum exhibits (permanent and traveling)
- Works with executive director, trustees, and staff in strategic/master planning; provides leadership for exhibits and Museum environments.
- Oversees exhibit department including exhibit maintenance and new exhibit projects from concept to installation, including temporary exhibits.
- Hires, trains, and mentors Exhibits Department staff and interns.
- Develops and manages Exhibit Department's operating budget.
- Advises executive director and other department directors on aesthetic direction for graphics and signage, landscaping, and building changes.
- Works closely with the development department on grant research and proposals, and participates in cultivation events.

- Participates in the Steering Committee of senior museum staff, providing guidance of Museum-wide matters
- Represents the Museum at public events and professional meetings

#### **KNOWLEDGE/EXPERIENCE REQUIREMENTS**

- Master's Degree in relevant field preferred.
- Design background preferred.
- Minimum of 5 years museum management experience.
- Minimum of 8 years experience in development and implementation of interactive exhibits.
- Demonstrated ability in informal education, building partnerships, and working with diverse constituents.
- Solid experience in supervision and participative management.
- Highly skilled as a strategic thinker with an ability to lead change and growth.
- Experience in budget development and management.
- Highly organized, in terms of scheduling, complex project management and logistics, and keeping simultaneous projects on schedule and budget.
- Experience in leading exhibit projects through all stages from concept development, prototyping, design, and final fabrication.
- Innovative thinker with a vision for 21<sup>st</sup> century museum exhibits.
- Excellent verbal and written communication skills.

#### **WORKING CONDITIONS**

- Fast-paced, non-profit museum environment.
- Must work well in both an individual and team setting.
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to walk outdoor landscape areas and hiking trails.
- Comfortable working in and around construction environments, and areas with chemicals.

#### **TIME COMMITMENT**

Full-Time, 100% FTE (37.5 hours per week), exempt position.

General work schedule Monday—Friday, 8:30 am to 5:00 pm with occasional early morning, evening, and weekend responsibilities. Some travel required.

#### **SALARY AND BENEFITS**

Salaried position. Salary commensurate with education, skills and experience. Full Montshire Benefits.

**The Montshire Museum of Science is an equal opportunity employer (EOE).**