

Montshire Museum of Science Job Description

POSITION TITLE

Exhibits Coordinator

DEPARTMENT

Exhibits

TITLE OF SUPERVISOR

Director of Exhibits

SUMMARY DESCRIPTION

The Exhibits Coordinator has is responsible for coordinating and maintaining tasks, timelines, and budgets pertaining to the development, installation, and repair of exhibits at the Montshire Museum of Science.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Coordinates tasks, timelines, and budgets pertaining to the development, installation, and repair of exhibits at the Montshire.
- Reviews contracts for rental exhibits to determine space, power, moving, insurance, shipping, and layout requirements.
- Schedules, in coordination with various Museum departments, movers, machinery, closure and cleaning/painting of exhibition galleries.
- Coordinates meetings of cross-department teams, takes meeting notes, and disseminates exhibits information to appropriate staff.
- Purchases materials and supplies for exhibit projects.
- Participates in discussions about new exhibit possibilities, rental exhibits, and the overall direction and philosophy of the Museum exhibits program.
- Participates in the development, prototyping, fabrication, and evaluation process for new exhibits.
- Assists in the set-up and break-down of temporary/traveling exhibitions and displays.
- As required, reviews and maintains indoor and outdoor exhibits.
- As required, assists with set-up and break-down for special events and rental functions.
- Other duties as assigned.

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Minimum of 3 years experience around design/construction fabrication.
- Highly organized, in terms of scheduling, complex project coordination and logistics, and keeping multiple simultaneous projects on schedule and budget.
- Excellent verbal and written communication skills.
- Experience in budget management and development.

- Strong working knowledge of Microsoft Excel and Word.
- Familiarity with hand and power tools and general shop safety practices.
- Demonstrated ability to work alone or in a team.
- Good time management, prioritization, and problem solving skills.
- Personal initiative and a strong work ethic.
- Ability to interact with public audiences (especially children).

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), non-exempt position.

General work schedule Monday—Friday, 7.5 hours a day, with occasional early morning, evening, or weekend responsibilities. Some travel required.

SALARY AND BENEFITS

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

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