

Job Description: Exhibit Production Manager

Objective: The Exhibit Production Manager plans, directs, and coordinates activities and staff who create museum exhibits. Monitors and maintains exhibited objects, and exhibit features.

Level of Responsibility:

- Reports to: Museum Services Director
- Supervisory duties: Volunteers, interns

Job Duties:

- Develop Exhibit Production Policy and Procedures and work with team members to integrate new policies and procedures into current practices.
- Lead exhibition planning team for in-house and traveling exhibits.
- Monitor and maintain all exhibits.
- Oversee the implementation of the Center's temporary and permanent exhibits in conjunction with curatorial staff: identify team members, determine detailed production schedules, and time and cost estimates, and outline general procedures for team members, assuring that all team members have access to current documents and information, such as design plans and object checklists.
- Function as lead worker for the installation of exhibitions and object rotations. Coordinate schedules and details with colleagues in the Curatorial, Registration, and Conservation departments for object movement and handling, and mount making. Obtain bids and quotes for necessary outside contractors, coordinate with Facilities department when needed.
- Conduct weekly walk-throughs of exhibit areas to ensure exhibit fixtures and cases are clean, operational, and well maintained; monitor for repairs, hazards, or opportunities for improvement. Notify Conservator with any concerns or changes to objects.
- Develop and administer the Exhibits Department budget, including obtaining quotes for materials needed for special projects and object mounts.
- Ensure adherence to safe workplace practices and procedures in the operations of the department and its workshop, and the handling of museum collection objects.
- Supervise, prioritize, and schedule staff involved with exhibit installation.
- Represent the Buffalo Bill Center of the West at professional conferences and meetings, including attending annual conferences and professional development opportunities.
- Establish relationships beneficial to the Buffalo Bill Center of the West with museum professionals from other institutions

Standards of Performance:

- Carry out the functions outlined above in an efficient and timely fashion.
- Execute Center's Strategic and Business Plans as it relates to the Exhibition function.
- Adhere to Center-wide policies and procedures, and collections policies and procedures.

(over)

Qualifications:

- Bachelor's degree or higher from accredited college or university in Exhibition Design, Museum Studies, Studio Art, Art History, or a related field.
- Two years of experience in planning and installing museum exhibits.
- Experience with carpentry and metal work, knowledge of materials, processes, equipment, and safety. Specific experience with construction of mounts for museum objects.
- Proven supervisory and leadership skills, a solutions-oriented, diplomatic problem solver, and true team leader.
- Exceptional math and organizational skills, with strong budget and project management skills.
- Aptitude with word processing, Excel, and Outlook.
- Proficiency with design software—InDesign, CAD, SketchUP, etc.
- Knowledge of best practices and experience in art handling.
- Familiarity with collection management databases (Argus preferred) and project management software.
- Outstanding interpersonal, written, and verbal communication skills.
- Ability to plan, prioritize, multi-task, and meet deadlines.
- Ability to establish and maintain effective working relationships with museum staff, professional colleagues, consultants, preparators/art handlers, artists, and vendors.

Classification: The position of Exhibit Production Manager is an exempt classification and is not eligible for overtime. In some instances, evening and weekend work may be required.