

Job Description: Exhibition Production Manager

Date: August 2022
Title: Exhibition Production Manager
Department: Museum Services
Position Reports To: Director of Curatorial, Education, and Museum Services
Status: Exempt / Full-time

Summary: Responsible for the planning, production, and maintenance of museum exhibits. Assists with the care, storage, and stewardship of museum collections. Provides critical creative and technical direction for temporary and permanent exhibits.

Job Duties:

- In conjunction with project managers, usually Curatorial staff, lead planning for and management of temporary and permanent exhibits. Critical tasks include:
 - Determining detailed production schedules.
 - Contributing to the budgeting process.
 - Coordinating communication among team members and/or outside contractors.
 - Leading the installation and deinstallation of exhibits.
 - Coordinating schedules for object movement and rotation.
 - Object handling, storage, packing, and mount making.
- Identify needs for outside contract work, obtain bids and quotes from contractors, and act as liaison.
- Supervise, prioritize, and schedule staff involved with exhibit projects.
- Conduct regular walkthroughs of exhibit areas to ensure exhibit fixtures and cases are clean, operational, and well-maintained; monitor for repairs, hazards, or opportunities for improvement, notifying the Conservator with any concerns about objects and/or their display.
- Ensure adherence to safe workplace practices.
- Model and support compliance with the Collections Management Policy.
- Develop and administer the Exhibits Department budget.
- Lead the Exhibitions Working Group comprised of staff involved in exhibit projects.
- Lead object movement and exhibit installations for the Buffalo Bill Art Show & Sale, an annual event collaboratively produced by the Center of the West and the Cody Country Chamber of Commerce.

Competencies:

- Outstanding interpersonal, written, and verbal communication skills.
- Superior organizational skills, possessing the 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.
- Proven supervisory and leadership skills—a solutions-oriented, diplomatic problem-solver.
- Aptitude with word processing, Excel, and Outlook.

- Proficiency with design software—InDesign, AutoCAD, SketchUP, etc.
- Knowledge of best practices and experience in art handling.
- Familiarity with collection management databases (Argus preferred) and project management software.
- Experience with carpentry and metal work, knowledge of materials, processes, equipment, and safety preferred.
- Specific experience with construction of mounts for museum objects preferred.

Supervisory Responsibilities:

- Preparator (part-time)

Required Education and Experience:

- Two years of supervisory and project management experience.
- 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.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			x	
Standing			x	
Walking			x	
Bending Over		x		
Crawling		x		
Reaching		x		
Crouching		x		
Kneeling		x		
Balancing		x		
Pushing/Pulling		x		
Lifting/Carrying				
10lbs or less			x	
11lbs to 25lbs			x	
26lbs to 50lbs			x	
51lbs to 70lbs		x		
Manual Dexterity			x	
Fine Motor Skills			x	
Gross Motor Skills			x	
Eye/Hand Coord.			x	
Near Vision			x	
Far Vision			x	
Color Recognition			x	
Hearing			x	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		x	
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners	x		
Working Around Fumes/Smoke/Gas	x		
Walking on Uneven Surfaces	x		
Motorized Equipment or Vehicles		x	
Working With Machinery/Motorized Equipment	x		
Climbing on Scaffolds or Ladders	x		