

Job Description: Exhibition Production Manager

Date: February 2025
Title: Exhibition Production Manager
Department: Museum Services
Position Reports To: Director of CEM
Status: Exempt / Full-Time

Summary: The Exhibition Production Manager is responsible for leading the planning, managing, and monitoring of the Center's permanent, temporary, and traveling exhibits. The position collaborates with Center staff, outside contractors, and partners, to oversee and carry out the logistics of exhibition production. This includes creative idea development, design, fabrication, installation, and maintenance of exhibition and collections-related projects, as well as the management of related budgets, timelines, and resources.

Job Duties:

- Develop and implement exhibition designs and layout, coordinate exhibition installation and deinstallation, object rotations, and upgrades to gallery components in conjunction with Curatorial, Education, and Museum Services (CEM) staff.
- Serve as a key team member and consultant for Center staff on all exhibition and collections-based projects, including vault storage.
- Maintain calendar of Center's exhibition installations, deinstallations, and object rotations.
- Conduct regular monitoring of exhibition areas and components in communication with curatorial and library staff.
- Serve on committees related to Center exhibitions and special projects and lead regular meetings of the Exhibitions Working Group.
- Design, produce, and install exhibition mounts with consideration of object condition and exhibition aesthetics.
- Maintain digital files, images, and records of each exhibition area and project.
- Maintain list(s) of exhibition resources available for use, including frames and framing materials, pedestals and Plexiglas holdings, and reusable mounts.
- Pack and crate objects for outgoing loans and exhibitions as a Museum Services team member.
- Create and manage an annual budget and yearly and long-range plan for the Exhibitions department.
- Develop and ensure adherence to safe workplace practices and procedures in the operations of the department and the handling of museum collection objects.
- Work collaboratively with all colleagues in the Museum Services division.
- In collaboration with Graphics department, coordinate the production and installation of exhibition texts, prints, vinyl, and labels.
- Coordinate and lead movement of large collections objects in collaboration with Conservator and outside contractors if needed.
- Coordinate installation and maintenance of museum lighting systems with the Facilities department to enhance exhibits and create the desired ambiance in alignment with curatorial and conservation standards.
- Working in conjunction with the Conservator, monitor the condition of artworks and ensure proper environmental controls (humidity, temperature, lighting).
- Working with the AV/IT department, assist with multimedia/ interactive installations.
- Coordinate Preparation functions, including contract labor when needed.

Competencies:

- Proven ability to produce exhibitions with creative and functional elements for positive visitor experiences.
- Project planning aptitude for large- and small-scale exhibitions.
- Ability to use CAD or similar software for exhibition layouts.
- Competency in project planning software such as Smartsheet, Excel, Microsoft.
- Competent in Microsoft Office, Teams, and Outlook.
- Ability to use collection management databases (Argus preferred).
- Demonstrated skills in aesthetically excellent and structurally sound mount making in multiple mediums.
- Demonstrated skills in object installation and handling of two- and three-dimensional objects.
- Basic skills in framing and matting.
- Outstanding interpersonal 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 contractors.

Supervisory Responsibilities:

- Supervises Exhibition Production Assistant, contract labor, interns

Required Education and Experience:

- Bachelor's degree or higher from accredited college or university in Exhibition Design, Museum Studies with a focus on exhibition design, or design.
- Project management experience on exhibitions and/or construction projects.
- Two years' experience in art and object handling and museum installations.
- Two years' experience with carpentry and metal work, knowledge of materials, processes, equipment, and safety.
- Specific training and/or experience with design and construction of mounts for museum objects using braising, soldering, and other methods and mediums.

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.

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 Equip.			X
Climbing on Scaffolds or ladders	X		