Manager of Exhibitions

Description:

We are seeking a Manager of Exhibitions to oversee the curation, design, installation of the National Liberty Museum’s (NLM) temporary exhibitions. Leading a small team of three, they will serve a critical role in strategic development and implementation of exhibition and related experiences that appeal to targeted audiences. The Manager of Exhibitions is responsible for recommending improvements to methods, practices, and procedures of exhibition development and will actively collaborate across all Museum departments to ensure that the NLM’s exhibition experiences highlight the strength of the Museum’s mission and collections.

Reports to:
Chief Administrative Officer (CAO)

Hours:
Full time, 40 hours a week. Monday – Friday
Occasional weekends and some evenings throughout the year.

Duties & Responsibilities:

- Lead the development and implementation of a robust exhibitions schedule for the Museum
- Oversee installation and de-installation of exhibitions
- Develop and manage exhibitions budget and other exhibition-related administrative duties
- Oversee staff responsible for arranging crating, shipping, insurance, contracts, travel policies and artwork loan agreements
- Work with a variety of vendors and companies during the process of production of exhibitions (fabricators, custom framers, painters, etc.)
- Work with Chief Marketing Officer to coordinate writing and design of exhibition signage and educational materials as well as related marketing and advertising collateral
- Collaborate with Director of Education and rest of Education team to create exhibition-specific events, programs, and tours for all audiences
- Work with Development team to set and achieve revenue goals that include soliciting corporate sponsorships and strategic partnerships
- Work with Museum maintenance staff to keep exhibitions clean, safe, and in working order during its duration
- Be primary spokesperson for exhibition-related media requests

Qualifications:

- Minimum of five years of experience working in museum exhibitions/curatorial role
- Master’s degree in History, Fine Arts, Arts Administration or related field
- Knowledge of museum management, collections/exhibitions management, curatorial principles and practices
- Excellent writing and public speaking abilities
- Personable, friendly demeanor
- Possesses high level of attention to detail, accuracy and ability to meet deadlines
- Maintains highest standards of integrity, including confidentiality of privileged information
- Highly motivated, ability to handle multiple tasks simultaneously, and to work independently as well as in a team environment
- Special consideration given to those with prior experience working in a conceptual museum

**Physical Demands:**
The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- **Physical Demands:** Requires some physical activity including sitting/standing, limited lifting and carrying (up to 20 lbs.), up/downstairs
- **Work Environment:** Work is typically performed in an indoor environment, in museum offices or on museum floor
- **Equipment:** General office equipment, projector, two-way radio

**Work Environment/Office Culture:**
We are proud of our Museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy and enthusiasm for the important services we provide to the public. We emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our leadership team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in giving each staff person opportunities to grow and will always promote from within and where possible.

**To Apply:**
The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package. The benefits package includes medical, dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, and an employee assistance plan for transit and dependent care.

We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your 1) resume, and 2) cover letter for immediate consideration to jobs@libertymuseum.org.

We regret we may not be able to respond to all applications. **No phone calls, please.**