

Exhibit Curator and Museum Facilities Manager

Tri-Cities Historical Museum

Department:	Exhibits	Classification:	Full Time, Regular
Reports to:	Executive Director	Status:	Exempt
Proposed Salary:	\$42,500-\$47,500 DOQ	Eligible for Benefits:	Yes

Purpose:

Responsible for the creation, design, research, installation and maintenance off all museum's exhibits at the Akeley Museum building and several outreach locations throughout the Tri-Cities. Facilities oversight of the Akeley Museum building including coordination of all building maintenance, repair projects and renovations.

Qualifications:

A minimum of a Bachelor's degree in history, museum studies, design or a related discipline, Master's preferred, plus three to five years of direct exhibit development, installation and management responsibility. Knowledge of Past Perfect program preferred. Ability to organize and manage multiple tasks and meet deadlines. Good communication abilities including written, verbal and presentation skills. An emphasis will be placed on collaboration, communication and teamwork.

Duties and Responsibilities

Exhibit planning, management, development, design, and fabrication 75%

- Conducts research and works collaboratively to prepare concepts, conceptual and detailed designs to effectively convey and interpret an exhibit's key messages.
- Work with Museum Executive Director to establish annual budgetary needs for the exhibits department.
- Works with the Collection Curator and Off-Site Facilities Manager to incorporate museum's collections into exhibits.
- Works with the Education Curator and Volunteer Manager to develop exhibit text labels, complementary curriculum for exhibits, and associated public programming.
- Work with education staff to develop strong secondary collection for purposes of "hands on" and other interactive exhibits.
- Ability to design and implement components of "hands-on" exhibit elements.
- Ensure that artifacts are exhibited in a safe and protected manner according to industry standards.
- Cultivate collaboration and networking with regional institutions that have objects and materials available to loan or donate to the museum's collections.
- Work with the marketing and graphic design company to create graphics for purpose of exhibition and promotion of current exhibits.
- Prepare, assemble, and send printed exhibit materials to the printer.
- Maintain all aspects of the changing exhibition schedule to assure downtime between exhibits is managed to avoid a negative impact on the visitor and educational experience.
- Plan for renovation or upgrade of gallery interiors, equipment and furniture as needed.
- Maintain/repair permanent and temporary exhibits as needed.
- Oversee work of volunteers in exhibition maintenance and fabrication as well as a part-time Exhibits Assistant.
- Can effectively demonstrate how exhibits enhance community engagement.
- Research underrepresented groups in Tri-Cities history and have their storied accurately reflected.
- Create a plan for maintenance and annual cleaning of exhibits.
- Maintain records of each exhibit.

- Must be Tech Savvy.
- Select and develop themes, subjects, and content for off-site exhibits.
- Research using PastPerfect database and other sources as needed to select photos, objects, and/or archival material that would effectively represent and interpret the subject and content of the exhibit and develop label content for exhibit.
- Design exhibit presentation, order and prepare images and labels, oversee transportation and recordkeeping of artifacts and install and maintain exhibits.
- Direct supervisor of one part time assistant in all manners or HR including interviewing, scheduling, managing, preparing necessary job related documents and day to day tasks.

Facilities Oversight 15%

- Coordinate all building maintenance, repair projects, renovations, moves, and transfers.
- Provide primary oversight for the Akeley Museum building and be responsible for ensuring that exacting temperature and humidity standards are monitored and maintained.
- Works to ensure compliance with local, state, federal codes and safety regulations.
- Prepares departmental budget. Budgets for construction and capital improvement projects. Secures competitive bids as needed.

Miscellaneous Duties 10%

- Assist education and collection departments where necessary, training education docents and interpreters regarding the key content of museum exhibits.
- Write articles for the museum's publications which include *River Winds* and *Grand River Packet*.
- Regularly update the exhibits portion of the museum's website to ensure content is current.
- Write editorials as assigned for the museum's monthly column in the *Grand Haven Tribune*.
- Serve on the ArtWalk Committee as a representative for the museum.
- Serve on the museum's Donations Review Committee.
- Provide event support when possible.
- Maintain relationships with outside artists groups to create regular art exhibits at the museum.
- Create and maintain relationships with professional colleagues, community members, lenders and donors.
- Promote the TCHM to other professional groups within the State of Michigan and the Midwest by active participation in one professional network group such as the Michigan Museums Association, Michigan Historic Preservation Network, Michigan Historical Society, etc.
- Show initiative regarding collaborative work on local history projects with the Loutit District Library, Spring Lake District Library, Kutsche Office of Local History through GVSU, and any other historical and genealogical society within West Michigan.
- Achieve a minimum of 40 hours annually of continuing education hours pertaining to your area(s) of oversight. These 40 hours must be approved prior by the Museum Executive Director and can be achieved through webinars, attending local history roundtables and seminars, attending a number of local, state and regional conferences.
- Contribute content to the museums social media accounts.
- Other duties as assigned by the Museum Executive Director.

Necessary Exhibit Related Skills/Abilities:

- Creative concept and design skills.
- Working knowledge of graphic design software (Adobe Creative Suite, Google SketchUp).

- Effective verbal and written communication skills.
- Ability to work with a wide variety of hand and power tools during the fabrication process.
- Ability to monitor and maintain exhibits, displays and associated records.
- Ability to work independently, but within a team environment.
- Ability to work a flexible schedule, which may include weekends and evenings.
- Experience in lighting design and installation.

Job Knowledge, Skills, and Abilities

- Ability to demonstrate and effectively communicate a comprehensive understanding of the Museum's mission and value proposition as it relates to 2019-2024 Strategic Plan.
- Outstanding written and verbal communication, with a proven ability to communicate effectively in public speaking and in interaction with key partners and professional affiliates.
- Ability to adhere to the highest ethical standards.
- Outgoing and optimistic, with exceptional customer service skills and the ability to work with a diverse public and a diverse workforce.
- Creative, collaborative, and strategic, with analytical and problem-solving skills.
- Demonstrated ability to handle multiple projects simultaneously while meeting deadlines, including the ability to prioritize and organize work effectively.
- Ability to maintain comprehensive budgets for area of oversight; able to understand and appropriately forecast both expenses and revenue, with a proven ability to work within a budget given dynamic operating conditions.
- Must be a self-starter and be comfortable working independently.
- Knowledge of museum programs and practices.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Suite.

Please send resume, cover letter and 3 references to Julie Bunke, Museum Director, 200 Washington Avenue, Grand Haven, MI 49417 or email to jbunke@tchmuseum.org no later than July 1st, 2019.