

# Director of Exhibits

Sciencenter, Ithaca, NY

Posting date: September 21, 2016

## About the Position

The Sciencenter, an award-winning hands-on museum in Ithaca, NY, is offering an exceptional opportunity to lead its expanding exhibits program. As Director of Exhibits, you will lead and grow our current team of exhibit developers, fabricators, traveling exhibitions managers, and coordinators.

Upcoming projects include a new 5-year NASA grant to build a traveling exhibition on extremophiles and the search for life on other worlds. A recent IMSL grant will support early childhood exhibits about climate, environment and society. Funding from a capital campaign will support new galleries on health, sustainability, and early learning. Close relationships with nearby Cornell University and Ithaca College provide many opportunities for collaboration on a wide variety of exhibit topics.

Our traveling exhibitions portfolio includes 9 exhibitions, and is one of the most robust traveling exhibitions programs of any small science center worldwide. Our exhibits program is supported by a well-equipped, 2,500 SF shop and an offsite staging and storage facility.

The position requires excellent leadership, teamwork, and communication skills, along with a passion for connecting children of all ages with science.

Starting salary is in the mid-seventies, with excellent benefits, including bonus, health, flex-time, and a generous vacation package. Please review the attached position description and follow the application instructions below carefully.

## Application Instructions

Please include **ALL FOUR** of the following in your application:

1. LETTER of APPLICATION
2. 1-2 page RESUME
3. 1-2 page SUMMARY of how your previous experience supports the duties and responsibilities in the position description. *(NOTE: This key element of your application must be included.)*
4. 3-4 REFERENCES, including name, phone, email AND your relationship with each. *(NOTE: Do not send letters of reference as we will contact your references individually.)*

Send your application as one PDF or MS-Word attached file to [cFagan@sciencenter.org](mailto:cFagan@sciencenter.org)

Deadline: Open until filled

***The Sciencenter is an Equal Opportunity Employer***

## SCIENCENTER POSITION DESCRIPTION

### **Director of Exhibits**

September 21, 2016

**Title of manager:** Executive Director

**Scope:**

- Department Size – 8 individuals
- Indoor Exhibition Space – 10,000 SF
- Outdoor Exhibition Space – 13,000 SF
- Traveling Exhibitions – 9 currently touring, 1 in production

**Main Functions:**

Direct responsibility for vision, planning, and leadership of exhibits program

Management of exhibit-related projects

Oversight of traveling exhibitions and facilities maintenance

**Duties and Responsibilities:**

Department Leadership (65%)

- Serves on the senior management team
- Leads the Exhibits department. Provides strategic vision for the museum's interactive and live exhibitions and works in close cooperation with the Executive Director, Education department, and other departments to ensure that exhibits support the educational objectives of the Sciencenter
- Supervises the exhibits department staff, including, hiring, evaluation, and ensuring professional development. Supports individual and group dynamics with effective communications, decision-making, and conflict resolution
- Develops, articulates, and implements a strategic vision for traveling exhibitions and exhibit sales, including business and marketing plans
- Ensures that all departmental projects are well-managed, and personally manages a select group of projects
- Develops and monitors department budgets
- Oversees the facilities manager and buildings & grounds maintenance

- Oversees contract work related to exhibits and facilities
- Works with Volunteer Coordinator to identify volunteers to assist in the development and maintenance of exhibits

### Exhibit Development (30%)

- Envisions new interactive exhibit projects. Conceptualizes and develops content on a variety of science topics, communicates concepts and designs in writing and graphically.
- Includes audience early in the development of exhibits
- Assists in securing resources for exhibit projects through identification of funding sources, and grant writing
- Oversees fabrication of final exhibits
- Oversees exhibition scripts, labels, and graphics
- Oversees development of technical manuals to support traveling exhibitions
- Works collaboratively with staff and volunteers on special projects

### Other (5%)

- Ensures effective cross-departmental communication and collaborates on museum-wide projects
- Performs additional duties appropriate to the position, as assigned

### **Supervision of Others:**

The Director of Exhibits supervises the Exhibits Department and oversees the work of exhibit volunteers.

### **Experience and Skills:**

#### **Required**

Must have a passion for connecting children with science, and for working with and serving a wide variety of people

Four-year college degree

Prior experience in science or children's museums

3+ years managing individuals who are working on projects or programs, including:

- development and oversight of budgets
- establishment of work plans
- creation and implementation of project timelines

5+ years designing and fabricating interactive exhibits for public audiences

Shop skills: basic carpentry and finishing

Excellent written and oral communication skills

Skilled in interpersonal communication, timeliness, conflict resolution, and handling sensitive information appropriately

Computer skills: proficiency with Microsoft Office (Word, Excel, PowerPoint)

Excellent organizational skills and attention to detail, especially for project management

Flexibility and adaptability; willingness to learn new things, openness to receiving feedback; respects and accommodates divergent viewpoints

Strong customer service orientation and willingness to provide assistance to others

### **Strongly preferred**

Shop skills: plumbing, basic circuitry, electronic components, knowledge of materials (such as plastics, metals, fiberglass and adhesives)

Familiarity with design software (CAD, Adobe Suite)

Familiarity with traveling exhibition management

Familiarity with live animal displays

Familiarity with or experience in STEM field

**Working Conditions:**

Fast-paced, non-profit, hands-on museum environment. Must be able to work on many projects simultaneously with interruptions. Must work well in both an individual and team setting.

**Time Commitment:**

Full time (40 hr/wk) exempt position. Occasional weekend and evening work, as well as travel, are required.

**Salary and Benefits:**

Starting salary in the mid-seventies. Full Sciencenter benefits provided.

***The Sciencenter is an Equal Employment Opportunity Employer.***