



# SPRINGFIELD MUSEUMS™

ART • HISTORY • SCIENCE • SEUSS IN SPRINGFIELD

## MANAGER OF EXHIBITION SERVICES

The Springfield Museums seek a knowledgeable and experienced full-time Manager of Exhibition Services. The incumbent will be responsible for managing the operations of the preparatory functions for the Michele and Donald D'Amour Museum of Fine Arts, the George Walter Vincent Smith Art Museum, and the Amazing World of Dr. Seuss Museum which will include supervising the design, fabrication, construction, installation of exhibitions, the preparation and maintenance of gallery space, the preparation of objects to be exhibited, and the movement of collections. These tasks serve to make the collections accessible to our patrons and safe for display, and to further the educational mission of the Springfield Museums.

## DUTIES AND RESPONSIBILITIES

*Essential duties of the position include but are not limited to the following:*

- Plan, prioritize, and schedule work in the Art Museums; assess resource needs and determine adjustments as required.
- Prepare artwork and lead the installation and de-installation of exhibitions and permanent collection rotations.
- Manage and perform: the fabrication and installation of exhibits including wall construction, designing, and sourcing gallery lighting, installing display fixtures and mounts, painting, exhibition graphics, mounting labels and signage. Train exhibit staff in the use of tools and equipment.
- Advise supervisor regarding exhibit installation and review all exhibition needs and requests. Evaluate and make recommendations regarding the development and design of exhibitions and the general appearance of exhibit spaces and facilities.
- As necessary assist supervisor, curator, or guest curators in research for the preparation of exhibits, especially as it relates to installation.
- Work closely with curators, artists, conservators, registrars, sub-contractors, and other museum staff to successfully produce and coordinate exhibitions and install artwork in the galleries.
- Assist supervisor in hiring regular and temporary exhibition staff and selection of contractors. Supervise the Preparator and Exhibit Technician to determine and manage daily responsibilities. Supervise and mentor exhibition interns and teach essential functions of the exhibition team. Complete performance evaluations for Preparator and Exhibit Technician.
- Confer with supervisor, curators, artists, conservators, registrars, sub-contractors, staff from other museum departments, and other institutions and exhibition companies in planning and scheduling for the design and construction of temporary and permanent exhibits, rotations, movement of individual works of art, handling, and mount making. Determine detailed production schedules, estimate time and cost involved, and general procedures.
- Supervise and assist in moving objects from storage locations to exhibit areas. Assist in packing artwork and loading and unloading delivery trucks in preparation for exhibits. Serve as a courier during transportation of artwork to or from other museums.

- Create mockups of exhibit furniture, spaces, displays, and layouts using physical models, CAD models, and images created by other digital or tangible means.
- Construct object mounts from brass, acrylic, epoxy, or other materials as appropriate and according to best practices. Wrap prop boxes and panels with fabric in preparation for display. Perform basic carpentry work as needed.
- Mat and frameworks on paper for exhibits utilizing a knowledge of preservation procedures to protect material from UV light and other potential hazards. Frame paintings as necessary using knowledge of preservation procedures to protect artwork from visitors and the environment.
- Design, create, and maintain electrical, mechanical, or audiovisual/sensory systems for use in multimedia, interactive, new media art exhibitions, or similar installations. Program lighting scenes and shows.
- Ensure adherence to safe workplace practices and procedures regarding all preparatory work and the handling of art. Utilize knowledge of exhibit guidelines to ensure a safe environment to display objects, avoiding damage from the environment, visitors, or other factors.
- Assist supervisor, curators, guest curators or artists in the development of exhibitions and educational programs which may include assisting in exhibit design and construction.
- Serve as a contact person for the curator, guest curators, outside contractors, and organization staff as relevant to the museums' exhibitions.
- Perform regular maintenance in permanent and temporary galleries; change light bulbs or fixtures, maintain appropriate light levels, clean vitrines, and exhibit furniture. Dust gilt frames and other objects on display in accordance with best practices. Coordinate with the Facilities department and other departments as needed.
- Maintain exhibit preparation workspaces and storage areas keeping them organized and safe. Maintain tools and equipment including scheduling service of lift or other similar equipment. Keep inventory of display fixtures, exhibit materials and supplies. Sustain an appropriate quantity of consumables, lighting equipment, and supplies used during exhibit preparation and maintenance.
- Perform other similar duties as directed by the supervisor or as responsibilities necessitate.

***Qualifications include, but are not necessarily limited to:***

- A baccalaureate degree, with a preference in Studio Art, Interior Design or Construction Management, from an accredited college or university
- A minimum of three (3) years of progressively responsible experience in exhibition planning and coordination, preparation, construction, design, and installation in a museum setting
- A minimum of two (2) years of supervisory and management experience; or an equivalent combination of training and experience with proven strong supervisory and leadership skills; the ability to plan, prioritize, multi-task, and meet deadlines; a diplomatic problem solver who is solutions-oriented, and a team player with demonstrated successful results in the management of major projects.
- Experience with art handling, knowledge of museum best practices, experience working with carpentry, knowledge of materials, processes, equipment, and safety measures.
- Working knowledge of lighting, electrical, mechanical, and A/V systems; knowledge of and ability to apply the fundamentals of design.
- Proficiency in Microsoft Office suite, and design software such as InDesign, CAD, SketchUp, Adobe Photoshop etc.
- Outstanding project management, communication, organizational, and interpersonal skills with the ability to establish and maintain effective working relationships, collaborating effectively with staff

and others outside the organization.

- The ability to lift 70 pounds.
- Flexibility to work evenings and weekends as required for museum events and programs.
- This position requires the incumbent to work onsite.

***This position offers the following benefits:***

- Generous paid time off
- Medical, Dental, and Vision insurance
- Employer-provided Short Term Disability Insurance
- Long Term Disability Insurance
- 401(k) retirement plan
- Family Membership to the Springfield Museums
- Generous discounts for Museum School courses
- Museum Store discount
- Free parking

Individuals interested in applying for this position should submit their resume and cover letter to Heather Haskell-Burns at [Hhaskell@springfieldmuseums.org](mailto:Hhaskell@springfieldmuseums.org) by May 16, 2024.

An Affirmative Action and Equal Opportunity Employer, The Springfield Museums is committed to developing and sustaining a diverse staff to further the organization's mission. Women and candidates from historically underrepresented groups are especially encouraged to apply.