

Job Title: Exhibits Manager

Rate of Pay: \$21-\$22.50/hour

Permanent Full Time: 40 hrs/week. Monday-Friday; 8:00am-5:00pm. Occasional evenings and weekends as needed. Times may fluctuate during exhibit installation and teardown.

Submit resume, references & cover letter to morgan.marks@oldwestmuseum.org by October 29, 2021. No phone calls. The position will remain open until filled.

Job Summary: Design, produce and install temporary, annual, and long-range exhibits and two major annual art shows and maintain integrity, cleaning, and upkeep of standing exhibits relevant to the Museum mission. Develop and administer Exhibits budget. Exhibits may include permanent, rotating, annual and travelling.

Direct Supervisor: Associate Director

Minimum Qualifications: Bachelor's degree in arts education, museum studies, history, or other related area, prior budget management experience; excellent organizational and computer skills; ability to develop constructive and cooperative working relationships with others. Excellent communication and writing skills.

Knowledge of:

- Proficiency with Microsoft Office Suite/Internet
- Proficiency with Adobe Software (i.e. Photoshop, InDesign, Illustrator)
- Proficiency with digital technology, new and emerging media, mobile devices, and other relevant media, and technology interactions within exhibits
- Basic construction and exhibit creation
- Museum lighting techniques

Skills:

- Self-directed and able to work independently as well as effectively in a team setting and collaborate across the organization.
- Strong organizational skills, resourcefulness and good professional judgment, problem solving and ability to work under pressure exercising tact and diplomacy.
- Maintain effective supervisory relationships.
- Determine labor, equipment, and material costs on projects & make decisions based on budget. Develop and manage department budgets and maintain accurate records.
- Experience with exhibit construction and fabrication techniques. Must be able to train and supervise construction and installation staff with safety and museum appropriate construction techniques.
- Be flexible in the context of changing schedules and project development.
- Receive constructive criticism and feedback well.
- Work with and support a variety of volunteers, both independently and in committees.
- Exceptional writing and editing skills, as well as the ability to adopt the style, tone, and voice of the Museum's types of content; storytelling skills

- Communicate effectively in a culturally and ethnically diverse community.
- Passionate about being a member of a team committed to cultivating and preserving Cheyenne Frontier Days™ History with a strong diverse and inclusive volunteer and visitor centered community dynamic.
- Strong sense of humor.

Duties:

- Develop and implement a collaborative program of exhibits that interprets the objects in the Museum's collection.
- Preserve, protect, and care for objects and artifacts used for exhibits in conjunction with the Curator of Collections.
- Maintain standards of professional and ethical excellence in the exhibit program.
- Maintain a conservation program in the galleries and regularly report findings to the Operations Committee in conjunction with relevant departments, including the regular administration of dataloggers and the reporting of data collected. Make recommendations as they arise based on data.
- Manage an exhibits program that is interesting, objective, educational, and fiscally sound.
- Ensure compliance and actively engage in oversight, revision, and administration of the Museum's Exhibits Policy.
- Maintain a program of future exhibit planning: Coordinate/Administer/Fabricate/Install specialty exhibits and/or travelling exhibits.
- Actively plan, budget, administer and integrate a system of technology that will incorporate depth of information to the Museum's visitors.
- Serve as Exhibits Committee lead to coordinate efforts with other staff members.
- Administer, maintain, and upkeep a program of gallery readiness with oversight on any/all gallery activities that might impact the exhibitions.
- Maximize the use and supervision of volunteers
- Select, manage, and administer relationships with vendors relevant to the Museum's exhibits program.
- Plan and direct evaluation activities for Exhibits.
- Build exhibit hardware and produce Museum interpretation and gallery labeling.
- Design, implement, and assist in the management and daily operation of security camera system in conjunction with relevant departments.
- Assist in other Museum security and cybersecurity activities as needed.
- Performs other duties as assigned.

Working Conditions:

- Standard office working environment on a daily basis
- Shop and interior maintenance work in physical plant conditions
- Ability to lift 50 lbs.
- Ability to safely use ladders
- Good physical mobility