

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description

March 8, 2016

Job Title	Exhibit Development Manager
Department	Strategic Initiatives
Reports to	Senior Director of Science and Strategic Initiatives

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: 40/week <input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

The Exhibit Development Manager is responsible for the ongoing effectiveness and development of Da Vinci Science Center exhibits, which serve 100,000 people annually. The Manager is responsible for negotiating and directing the acquisition, installation, and effective operation of both long-term and rental exhibits at the Center and overseeing Technical Assistance Group volunteers. The Manager works with the Senior Director of Science and Strategy and leads a collaborative process with strategic partners to plan and fund new exhibit themes and areas for the Center, in line with the Center’s strategic plan, values, and inquiry-based educational approach. The Manager also evaluates the effectiveness of existing exhibits and plans, prepares financial budgets, and carries out ongoing replacement of long-term exhibits within established exhibit areas. The Manager works with the Facilities Manager and the Facilities team to ensure swift and effective repair of broken exhibits. A strong Manager should have a museum exhibits background and a passion for bringing science to life and bringing lives to science for Center visitors, volunteers, and staff. The Manager must have excellent leadership skills, organizational skills, and a sense of humor.

MAJOR JOB RESPONSIBILITIES

Direct the development, installation, and safe and effective operation of all DSC exhibits to provide the highest quality guest experience. Oversee Technical Assistance Group volunteers. Evaluate and strengthen DSC exhibit program.

- Exhibit Development:**
- With Senior Director of Science and Strategy, identify and recommend traveling exhibits to Directors team, negotiate favorable pricing, and secure rental contracts with exhibit vendors.
 - Coordinate with and support exhibit company technicians with receiving, setting up, and dismantling traveling exhibits, procuring rental forklifts and other needed equipment, and securing appropriately skilled volunteers to assist.
 - Prepare text for exhibit signage and oversee the work of graphics contractors and printers to produce all needed signage for long-term and rental exhibits.
 - Work with Senior Director of Science and Strategy, and with community partners and consultants to help lead the long-term development of the Center’s exhibit program, from conceptual design to installation and operation.
 - Track exhibit performance and effectiveness and prepare annual and longer-term exhibit plans to maintain highest-quality guest experience.

Facilities Manager

- Identify opportunities to upgrade or improve the Center's exhibits to reduce downtime and repair costs, without compromising exceptional guest experience.
- Ensure the safety of the Center's exhibits through effective design and proactive preventative maintenance and upgrades.
- Serve as Exhibit department representative at appropriate committee meetings or team-based inquiries.
- Order, maintain, and track supplies for Center exhibits.
- Work closely with the Facilities Manager and the Facilities team to identify and coordinate? repairs needed to maintain effective operations of the Center's long-term and traveling exhibits.
- Provide support for major public events at the Center, not limited to Ice Cream Wars, Kids Expo, winter holiday programs, and facility rentals.
- Participate two to four times per year as Duty Officer on weekends or holidays. Respond to exhibit-related issues raised in Duty Officer reports.

Human Resource:

- Maintain a positive team environment in the Exhibits department.
- In collaboration with the Volunteer Coordinator, develop and oversee a Technical Assistance Group of skilled volunteers who meet regularly to evaluate, upgrade, and prototype exhibits.
- Collaborate with Museum Education Manager and Museum Education Team to train educators and volunteers on effective practices in exhibit facilitation.
- Seek out and participate in ongoing professional development in exhibit design, not limited to reading, participation in online learning communities, including ASTC Communities of Practice, and attendance at appropriate conferences or short courses.

Budgeting/financial:

- Develop and manage the budget for Exhibits. Estimate annual budget. Track performance against budget monthly. Provide timely reporting to Directors of unexpected or emergency expenses.
- Supervise exhibit service contractors, as needed.
- Sign purchase approval forms and make sure all purchasing complies with Center's purchasing policies.
- Work closely with Finance team to ensure accurate record keeping and improve processes.

Project Management:

- Manage selected current and future projects that the Exhibits team becomes involved with including but not limited to creation of new exhibit clusters and renovation of exhibit spaces. Assist in writing requests for proposals, coordinate with contractors, track contractor performance, manage invoices, and other contract paperwork.
- Make recommendations about what projects to take on and what resources are needed for the Exhibits team to accomplish the goals of the project.
- Work with Senior Director of Science and Strategy on grant proposals and philanthropic requests to secure needed resources for Exhibit department projects.

Teamwork/Communication:

- Promote a positive team atmosphere through personal actions.
- Actively participate in solving Center challenges as they arise.

Facilities Manager

- Actively participate in Leadership Team meetings as appropriate and ensure that all departments are aware of Exhibit team programs and projects.
- Participate in and/or lead Exhibit team meetings to ensure effective communication with department.
- Maintain positive relationships with Da Vinci Science Center employees, visitors, partners, and all constituents.

Other duties as assigned.

EDUCATION REQUIREMENTS

Bachelor's degree required, with training in graphic arts, design, or museum studies preferred. Must have at least two years of museum employment experience in the exhibit design arena. Excellent organizational and negotiation skills and attention to detail are required.

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Exhibit Design Manager job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Exhibit Design Manager job.

While performing the responsibilities of the Exhibit Design Manager job, the employee is required to talk and hear. The employee is often required to be on their feet for four (4) hours at a time, move or lift at least 50 pounds, and use their hands and fingers. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the Exhibit Design Manager job, these work environment characteristics are representative of the environment the Exhibit Design Manager will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Exhibit Design Manager job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. The employee may be exposed to live animals. The employee will be trained and asked to use chemicals and electrical and mechanical tools.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Successful completion of additional background checks may also be required.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Exhibit Design Manager position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the right to revise duties as needed.

Director / Manager
Approval

CEO / Executive
Director Approval

Title

Date

Date