

Explora Job Description

Group: Exhibits, Exhibitions and Environments

Position: Director of Exhibits, Exhibitions and Environments

Reports to: Co-Executive Directors

FLSA status: 40 hours per week, full-time; salaried exempt

Pay range: \$55,000-\$60,000/year with 100% employer-paid health insurance premiums and additional benefits



Position Summary

A key member of the organization's leadership team, responsible for overseeing a variety of efforts that bring Explora's mission, vision, core values, and organizational culture to life in its physical space. Lead and manage the exhibits, exhibitions, and environments group to serve the overall goals of the organization. Oversee design, production, fabrication, installation, and evaluation of a wide variety of in-house and external projects related to exhibits, exhibitions, and environments. Set and manage project timelines, budgets, and production schedules; write contracts; and track and report project expenses. Work with inside and outside partners, subcontractors, and content experts. Lead teams to incorporate visitor-focused feedback and guidance during exhibit development, fabrication, remediation, and evaluation, to ensure that exhibit activities reflect Explora's pedagogy, program, values, and exhibit criteria. Develop and nurture relationships with other entities and networks throughout the community, state, and country, and manage both small- and large-scale projects. Partner with other staff and key stakeholders to ensure the development of a well-trained, empowered staff and creation of a healthy, inclusive, values-driven workplace culture.

Explora is committed to building a diverse staff that reflects the demographics of New Mexico and strongly encourages applications from BIPOC candidates.

Essential Duties and Responsibilities

- Lead, manage, and work with a team of full-time exhibit developers and technicians, contractors and vendors, and volunteers; directly supervise personnel in a range of exhibit and exhibition-related tasks.
- Lead institutional thinking related to design, implementation, and refinement of Explora's exhibits, exhibitions, and environments. Work with the co-executive directors and others to create the plan for Explora's physical and experiential future.
- Oversee the design, prototyping, fabrication, installation, maintenance, remediation, and evaluation of interactive exhibits, exhibitions, and exhibit environments.
- Develop and implement ongoing strategies for evaluation, and incorporate visitor feedback to improve exhibits, exhibitions, and environments.
- Create and utilize project, program, and production schedules to direct the work of exhibit team members and communicate with other staff.
- Set and manage the exhibit team budget; provide income/expense reports for all projects; and track and report on project results, expenses, and revenue.
- Improve systems of communication and collaboration within and across work groups and with external partners.
- Write bids for services and proposals for fee-for-service contracts; sell, negotiate, and write a range of contracts including in- and outgoing exhibition sales and rentals.
- Collaborate on and write grant proposals for funding.
- Manage both small- and large-scale projects with internal, community, and national partners.
- Assist with professional development related to exhibits, exhibitions, environments for all Explora staff.
- Support and work alongside exhibit builders and developers in exhibit development, prototyping, production, fabrication, and installation; support and work alongside exhibit technicians with maintenance and other tasks.
- Maintain a safe shop environment following government guidelines and keep necessary records; take part in exhibit shop user group and assist with shop upkeep, including cleaning, stocking supplies, and equipment maintenance.
- Provide excellent internal communication within and between teams.
- Work well independently, as a member/leader of exhibits, and across teams to achieve Explora's big-picture goals.
- Travel locally, nationally, and internationally to meetings, trainings, conferences, and job-related errands.
- Provide excellent customer service both internally and externally.

Minimum Qualifications

- A degree in related field and/or equivalent professional experience, including personnel and project management
- Ability to work both independently and with a team, and savvy with partnership and collaboration
- Initiative and ability to establish and maintain effective interpersonal relationships with staff, board, volunteers, visitors, vendors, clients, customers, and community partners
- Well-developed organizational skills, time management skills, and attention to detail
- Demonstrated interest in scientific and artistic phenomena and in education and learning
- Good verbal, written, and visual communication skills

Functional Work Characteristics

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting
- Requires effective eye-and-hand coordination and manual dexterity
- Requires standing and walking approximately 50% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds

Work Conditions

- Most essential duties are performed in a museum, office, and workshop environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities will expose staff member to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

Employment Screening and Compliance

- Position may require a person to be bonded.
- Individual will be required to complete a background check.
- Must comply with all policies, especially those involving the safety of staff, volunteers, and clients/customers.
- Employee must maintain a current and valid New Mexico driver's license to perform work duties.

Employee Acknowledgement

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment "at will" and may be concluded at the convenience of Explora Science Center and Children's Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature	Date signed
Director signature	Date signed

Explora Science Center & Children's Museum is an equal opportunity employer