

THE JOSLYN

COLLECTIONS

Job Title

Exhibition Design & Installation Manager

Employment Status

Full-Time | Exempt

Location

On-Site | in person

Department

Collections

Reporting Responsibility

Chief Curator & Director of Collections

Position Summary

Joslyn Art Museum seeks an experienced and creative Exhibition Design & Installation Manager to lead all aspects of exhibition design and installation from concept through production and dismantling. Working closely with curators, registrars, artists, and preparators, the Manager will create innovative displays that comply with museum best practices for object safety and visitor accessibility. This position offers a skilled individual the opportunity to shape visitors' experiences through thoughtful design and technical excellence.

Major Duties

All responsibilities listed are equally important and essential to the daily operations and overall success of The Museum. They are not presented in any specific order.

- Collaborate with curators, artists, and registrars to develop installation plans, timelines, and project phases
- In concert with curators, artists, and other stakeholders, develop plans for object layouts, exhibition furniture, casework, mounts, technology, lighting, etc.
- Translate exhibition concepts into detailed design drawings and digital renderings including artwork placement, wall treatments, fabrications, infrastructure, and signage using industry-standard software
- Receive, handle, pack, crate, and release artworks from the Museum's collection and loans, adhering to museum best practices for conservation and preservation
- Coordinate with vendors and contractors to fabricate, deliver, and install design and display elements, such as mounts, casework, furniture, paint, and vinyl
- Plan for and oversee daily tasks for each installation, schedule crew and vendors accordingly, and communicate schedules to installation team
- Oversee routine maintenance of gallery spaces, including cleaning, light replacement, paint touch-up, etc.
- Ensure the cleanliness and organization of the workshop, museum storage, and prep and supply areas
- Manage the inventories for display cases, furniture, frames, AV equipment, lights, paint, and tools
- Supervise preparators and technicians, overseeing day-to-day work and long-term projects
- When interfacing with the public, ensure all visitors to the Museum have a positive experience
- Adhere to policies and procedures as outlined in the Employee Handbook
- Other duties related to your department as assigned

Minimum Qualifications

- Minimum 3 years of experience in exhibition design and art installation
- Bachelor's degree in exhibition design, architecture, industrial design, fine art, or a related field
- Knowledge of standard construction techniques, casework design, matting and framing, lighting, and graphics
- Basic knowledge of electrical practice, electronics, AV equipment, and mechanical installations
- Ability to read architectural, construction, and production drawings
- Experience developing and managing project timelines and budgets
- Experience leading teams
- Familiarity with accessibility guidelines and public safety requirements
- Proficiency in design software such as AutoCAD, SketchUp, and Adobe Creative Suite
- Proficiency in Microsoft Office 365
- Driver's license and ability to travel for off-site installations

Preferred Qualifications

- 5+ years of museum exhibition design and art installation experience
- Advanced 2D drafting skills, 3D modeling and rendering skills, and advanced knowledge of industry-standard design software
- Experience with lighting design, AV integration, or interactive exhibit technology

Physical Qualifications

- Ability to safely and repeatedly lift, carry, push, and pull objects weighing up to 50 lbs.
- Occasional bending, reaching, and kneeling to
- Ability to remain seated for extended periods while conducting research, writing, or attending meetings
- Confident use of hands and fingers to operate tools, power equipment, and precision instruments for exhibition fabrication and installation
- Ability to operate basic hand tools and small power tools safely
- Willingness to work in a variety of environments; such as galleries, workshops, and storage areas, which may involve dust, noise, or fluctuating temperatures
- Ability to work in confined spaces when needed for installation or maintenance
- Comfortable climbing, balancing, stooping, kneeling, crouching, and reaching overhead to access equipment or assist with installations
- Capacity to work long or irregular hours during exhibition installations or events, including evenings and weekends
- Ability to maintain focus, safety awareness, and efficiency during physically demanding or repetitive tasks
- Strong visual acuity for assessing artwork condition, color, and fine details
- Ability to distinguish colors and effectively use tools and software for exhibition design and documentation

Compensation

Salary: \$60,000-\$75,000

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

PLEASE SUBMIT YOUR COVER LETTER AND CV VIA EMAIL TO CAREERS@JOSLYN.ORG, AND INCLUDE THE JOB ROLE IN THE SUBJECT LINE. Joslyn Art Museum believes in fostering diversity and equal opportunity as integral parts of its hiring practices, upholding its commitment as an Equal Opportunity Employer. Qualified candidates of all backgrounds are encouraged to apply for this position. The Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.