



JOB DESCRIPTION

POSITION INTRODUCTION

TITLE: Director of Exhibit Design and Production

REPORTS TO: Chief Operating Officer

GENERAL: The Director of Exhibit Design and Production is a skilled craftsman or artist with experience designing, building, and maintaining interactive exhibits. This person is creative, collaborative, and a leader. The position maintains all permanent exhibits and develops new experiences at Florida Children's Museum. They are passionate about inspiring children to explore through interactive experiences. The Director of Exhibit Design and Production is part of the Museum's operations department, a member of the leadership team, and reports to the Chief Operating Officer.

CORPORATE CULTURE & HOW TO BE SUCCESSFUL

Florida Children's Museum values employees who **P.L.A.Y.**

PLAN

LEARN

ACHIEVE YOUR GOALS

The Museum is open 7 days a week and can feel fast paced. The ability to plan your duties effectively advances the Museum's mission and makes the employee a strong asset. As a learning institution we value employees who continue to develop professionally and personally. We value employees who seek out development opportunities and will support requests for continued education as much as possible. Finally, everyone from Board, Staff, and Volunteers should set goals as a measure of success. Achieving those goals is the expectation but sometimes that isn't possible due to outside factors. When you cannot achieve your goals, you will be asked to reflect on what you learned about the process and how that can be educational to the entire staff.

RESPONSIBILITIES

- Takes initiative and works independently to manage timelines.
- Leads design of new, existing, and traveling exhibits.
- Constructs and maintains exhibits.
- Observes and evaluates current exhibits from standpoint of children's reactions and educational value, modifying as needed to maintain interest and incorporate developmentally appropriate components based on desired target age.
- Provides visual enhancements for facilities and exhibits, including cleaning and repairs.
- Documents exhibit issues and makes repairs in a fast, safe, and efficient manner.



- Writes budgets for exhibit projects and efficiently manages expenses.
- Manages the overall exhibit maintenance budget and keeps expenses at or below the Board approved amount.
- Researches new exhibit ideas and makes recommendations.
- Obtains input from exhibit collaborators and sponsors.
- Identifies experts as partners and advisors in areas outside of their skillset and maintains collaborative and helpful relationships.
- Ensures the museum's storage and exhibit areas are maintained in a safe manner.
- Keeps the shared exhibits and facilities workshop SAFE + KIND by creating a clean and well-organized space.
- Maintains the collections database and keeps information up to date.
- Coordinates with Administrative team on annual exhibit depreciation, disposals, and acquisitions.
- Collaborates with Learning and Technology teams on special projects, themes, programs, and events.
- Demonstrates openness to learning new technology and tools as products become available to increase novelty, functionality, and interest in exhibit areas.
- Other duties as assigned including assisting with special events, fundraisers and outreach efforts.

GENERAL DUTIES

- Respect coworkers
- Show up on time and ready to start your day
- Document your work
- Other duties as assigned by Chief Operating Officer

QUALIFICATIONS

- Associated degree or 5 years of relevant work experience
- Strong computer skills
- Proficiency in Microsoft Office 365 including Outlook, Excel, Word, and Teams
- Valid Driver's License
- Employment contingent on passing a Level 2 background check
- Preferred not but required:
 - Bilingual, English and Spanish
 - Knowledge of CAD software

Print Name
Director of Exhibit Design and Production

Signature

Date