



## Exhibits Manager

**Summary:** The Exhibits Manager position is a full time position supporting the mission of C'mon by overseeing the maintenance and operation of all exhibits. This manager conducts her/himself in a professional manner in the museum environment; works as a dynamic team member to foster interdepartmental work productivity and relationships; and serves as an ambassador for the Museum in communication and furthering the mission and goals of the Museum. She/he is responsible for overseeing the ongoing safety, maintenance and repair of supervision of the exhibits in the museum and all exhibit operations staff.

**Reports to:** Executive Director

## Responsibilities

### Exhibits

Ensure all exhibits are operating, safe and ready for visitors daily. Provide repairs as needed to exhibits and minimize exhibit closure or down time during Museum opening hours.

- Manage exhibit consumables
  - Maintain log of vendors who supply consumables, including contact information, items ordered and when ordered
  
- Exhibit Maintenance
  - Perform daily safety inspection
  - Follow up on any reports by staff of non-working exhibit components or safety issues
  - Immediately repair/replace any broken or non-functioning parts
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- Manage the development of additions and modifications to existing and new exhibits from concept to completion in coordination with other departments within the Museum
  - Coordinate with outside vendors to produce all facets of exhibit modifications.
  - Coordinate with programs team the educational elements of exhibits to ensure alignment with mission and age appropriateness of visitor base
  - Research and learn new technologies and components as needed to support the operating of new and existing exhibits
  
- Traveling Exhibits
  - Review exhibit contracts to ensure C'mon can fulfill its responsibilities as listed in the contract prior to signing.
  - Serve as the point of contact for C'mon to the exhibit owner

- Plan and supervise all aspects of traveling exhibits, including, load in/out, crate storage, condition reports, consumables and maintenance requirements.

## **Manager**

- Serve in a leadership role, as a representative for the exhibit experience both internally and externally for C'mon.
- Serve as the head communication link between the exhibits and all other areas of C'mon.
- Serve as the lead member of the exhibits committee and facilitate exhibit meetings ensuring the right staff are included and participating in weekly meeting
- Hire, supervise, and train full time and part time staff members for the exhibits team, including preparing schedules, approving time off requests, and monitoring staff timesheets
- Maintain departmental budget
- Create and maintain departmental timeline for successful completion of all projects
- Assume mentoring role for exhibit staff and others interested in exhibit related matters
- Effectively work with, and communicate efficiently with other staff and Directors
- Maintain a high level of teamwork and collaboration among departmental staff and all other staff
- Constantly evaluate the outcomes and experiences within the exhibit spaces and implement new strategies and techniques to address desired results essential to the Museum's mission
- Serve as MOD (Manager on Duty) on a rotating Sunday schedule with other managers.
  - Supervise all Museum Visitor Services staff while MOD with the assistance of the Visitor Services Coordinator
  - Be the voice and primary decision maker for the Museum in the event of any abnormal events
  - Handle all disgruntled visitors and support staff to resolve visitor issues.
  - Complete incident reports as necessary.
- Other duties as needed and assigned

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

## **Qualifications**

- Strong Commitment to mission and vision of C'mon
- Bachelor's Degree with 5 years experience in museum exhibits and operations
- Must be a team-oriented individual who is easily adaptable to diverse situations
- Must enjoy learning on a daily basis
- Detail oriented but flexible in the right situations
- Keen sense of evaluation
- Collaborative demeanor with the ability to forge and maintain community partnerships
- Extremely effective communicator and positive demeanor

- Creative, outside-the-box mentality that allows for different perspectives and angles
- Easily trainable
- Able to work extremely flexible schedule, including weekends
- Must be able to lift up to 70 lbs
- Must be fingerprinted and pass a background check
- Knowledge in a variety of technical fields with the willingness to learn others such as computer and audio/visual equipment, carpentry, basic electrical circuits, CAD, and/or related engineering and design experience would be helpful.
- Must have initiative to work without direct supervision and be responsible for timely completion of tasks.

**Working Conditions:**

- General office and museum environment
- Some travel may be involved
- Regular interaction with public
- Limited exposure to environmental hazards that that may arise through normal tasks in this position.

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**To Apply:**

To apply, please submit a resume, cover letter, three references to HRjobs@cmon.org or mail to Golisano Children’s Museum of Naples, 15080 Livingston Rd, Naples, FL 34109.

All applicants for open positions will receive acknowledgement upon receipt of application. Please, no phone calls.

*C'mon is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.*