

The University of Texas at San Antonio

Job Description

Job Title: Exhibition Coordinator
Code: 11002
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Institute of Texan Cultures (Research, Exhibits, & Collections)
Reports To: Director of Research, Exhibits, and Collections

Summary

- Function: Oversees day to day functions of exhibitions
- Scope: Coordinates activities related to developing, installing, renovating, and/or maintaining museum exhibits, including borrowed, traveling, or rented exhibits

Duties

- Typical:
 1. Oversees upkeep of exhibits, including coordinating with exhibition staff on daily, short, and long term requirements to maintain exhibitions in good functioning order.
 2. Performs regular inspection of exhibits to identify deficiencies and needs, and coordinates with exhibition support staff to initiate corrective actions
 3. Develop scopes of work for contracted exhibit services and production firms and museum
 4. Serves as coordinator for installing and un-installing exhibits
 5. Coordinates fabrication and production needs with in-house staff or contractors
 6. Manages activities related to exhibit renovations of varied size and complexity
 7. Works with Curator of Collections to ensure exhibit environments and mounts are sympathetic to artifact needs as defined by established museum standards
 8. Ensure production schedules are maintained for exhibition installations
 9. Produces documents required for creation of exhibits or components which will be produced in-house or by contracts, including periodic design and fabrication drawings and plans
 10. Keeps current with exhibition theory, techniques, equipment, and methodology

- **Periodic:**
 1. Prepare post-exhibition reports and summaries as needed
 2. Performs post-exhibit opening evaluations to determine future adjustments or needs
 3. Reviews and ensure compliance with conditions set down in agreements for borrowed or rented exhibitions
 4. Other duties as assigned

Education

Required	Preferred
Bachelor's degree	Bachelor's or Master's degree in Museum Studies, Project Management, Exhibit Design, or related field

Other Requirements

Required	Preferred
N/A	N/A

Experience

Required	Preferred
Three years museum experience to include one year of supervisory experience in all aspects of exhibition management including, but not limited to: ability to produce exhibition layout and design drawings, knowledge of current exhibition theory, knowledge of exhibition related materials and standards, knowledge of current museum theory and techniques, ability to create scopes of work and prepare realistic exhibit related budgets, ability to successfully lead a team in exhibition creation, installation, deinstallation, and maintenance activities.	N/A

Equipment

Required	Possible
Computer knowledge, including exhibit design software. Knowledge of computer interactive equipment and software.	N/A

Working Conditions

Usual	Special
General office conditions with frequent need to walk exhibition floor and outdoor exhibition areas for routine upkeep and maintenance inspections.	Occasional need to participate in physical labor during installation and deinstallation of exhibitions which may require lifting and bending.

Supervision

Received	Given
Receives general and specific instructions related to all aspects of exhibition needs	Supervises Exhibit Technicians; Coordinates exhibition related duties of other exhibition team members, including contracted or part time employees required for exhibition needs.

Accuracy

Attention to detail, ability to ensure exhibit components are in compliance with safety and ADA parameters. Ability to set and maintain production schedules. Ability to create budgets and budget estimates which are reliable for planning purposes.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
