



## **DIRECTOR OF EXHIBITIONS**

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

### **POSITION SUMMARY:**

The Director of Exhibitions acts as project manager for the museum's exhibition activities, including sustaining permanent exhibitions and planning of temporary exhibitions. This position provides important logistical leadership, ensuring that all exhibitions are carried out to the highest possible standard. The Director of Exhibitions also participates in the team's collaborative design process, helping to develop concept documents, graphic designs, and construction drawings. This position coordinates the work of multidisciplinary teams through the design, planning, fabrication and installation of exhibitions, and also tracks budgets and schedules and provides oversight for contractors. The Director of Exhibitions is a champion for the Museum's overall aesthetics and visitor experience. The Director of Exhibitions reports to the Vice President of Exhibitions in collaboration with other Museum teams.

### **RESPONSIBILITIES:**

- Direct and oversee the work of Exhibition Manager and contractors in fabricating and installing new exhibition elements, maintaining existing elements, and proactively sustaining all exhibit systems
- Work with the Vice President of Exhibitions and design team to develop hanging plans, exhibit designs, and graphic designs
- Illustrate design concepts through a variety of mediums, including hand sketches and computer renderings; create drawing packages, including design detail drawings
- Serve as a member of the Museum's senior management team responsible for strategic decision-making, planning, and leadership
- Build out project timelines; set standard deadlines and goals; maintain master exhibition activities calendars
- Assist with exhibitions-related meetings; attend and take minutes, distribute action items
- Maintain and organize exhibition planning documents – including budgets, checklists, descriptions, and timelines and circulate to key team members
- Coordinate with outside suppliers and contractors by building relationships, negotiating costs, evaluating services provided and managing service agreements and contracts
- Assist with the development of the department's annual budget and project budgets; assist with budget account balances, reconciliation and reporting for exhibit-related accounts
- Purchase materials, supplies, devices and equipment needed as approved
- Provide object and art handling, mounting, preparation, and transport in collaboration with Collections
- Meet with the Vice President of Exhibitions regularly and provide clear, concise project status reports regarding departmental needs, budget and job progress
- Other duties as assigned

### **EXPERIENCE AND SKILLS:**

- Strong administrative skills; ability to lead, organize, delegate and ensure good communication within teams; ability to foster collaboration with internal and external teams
- Proficient with Office software; Sketchup and/or VectorWorks; Adobe Creative Suite; Microsoft Teams and Wrike
- Able to move with facility between logistics, detail work, and big-picture planning
- Knowledge of fabrication and fabrication materials, graphics production, installation techniques, mount making techniques
- Experience with general shop equipment including wood and metal working, hand and power tools
- Excellent sense of experiential and environmental design methodologies
- Ability to work on multiple projects and challenges simultaneously with minimal supervision
- Ability to troubleshoot and creatively problem-solve
- Five+ years of experience in museums, zoos, aquaria, or other cultural organizations
- Must have a current and valid driver's license and ability to operate larger (non-CDL) trucks
- Certified or willing to become certified in forklift operation
- Preferred: art handling experience; A/V, Lighting, electronic and computer operating systems experience

### **EDUCATION:**

- Required: Bachelor's degree in Visual Arts, Design, Museum Studies or related field
- Preferred: Master's degree in Design, Museum Studies, or related field

### **PHYSICAL REQUIREMENTS:**

- Must be in good physical condition, able to move moderately heavy objects (60lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays; especially during periods of intense exhibit production and when meeting deadlines

The Witte Museum is an equal opportunity employer.

Closing date: open until filled

Résumé may be emailed to: [humanresources@wittemuseum.org](mailto:humanresources@wittemuseum.org)