EXHIBITIONS MANAGER-FT

The Witte Museum is a catalyst for creating San Antonio as a City on the Rise, shaping the future of Texas. The Witte recently completed a once-in-a-hundred-years, $100 million transformation, placing the museum on par with Top Tier institutions. Founded in 1926, the Witte Museum is San Antonio’s premier museum that inspires people to shape the future of Texas through transformative and relevant experiences in nature, science and culture.

POSITION SUMMARY:
The Exhibitions Manager is responsible for maintaining the museum’s permanent exhibitions and managing the installation of temporary exhibitions. The Exhibitions Manager is a well-rounded craftsperson who draws upon specialized fabrication and technical skills, including multimedia interactive experience, to lead a team of exhibit technicians in constructing new exhibit elements, troubleshooting existing elements, and proactively sustaining physical and mechanical exhibit systems. The Exhibitions Manager is a champion for the Museum’s overall aesthetics and visitor experience. The Exhibitions Manager reports to the Director of Exhibitions.

RESPONSIBILITIES:
- Leads the Exhibits Team in the fabricating, building and installing transformative exhibitions
- Prepares exhibit installation and maintenance checklists and timelines
- Coordinates with outside suppliers and contractors by building relationships, negotiating costs, evaluating services provided and managing service agreements and contracts
- Coordinates the shipping and receiving of traveling exhibits, exhibit components, exhibit-related materials, and supplies, and maintaining storage for exhibits and crates
- Assists with the development of the department’s annual budget; also assists with budget account balances for exhibit-related accounts
- Works collaboratively with the team to troubleshoot, restore, repair, and rebuild existing physical, mechanical, and multimedia AV exhibit components
- Meets with the Director of Exhibitions regularly and provides clear, concise project status reports regarding department needs, budget and job progress
- Attend cross-functional meetings as requested, for specific project needs
- Other duties as assigned

EDUCATION:
- Required: High School Diploma or equivalent
- Preferred: Bachelor Degree in Visual Arts, Electronic/Technical or equivalent work experience

EXPERIENCE AND SKILLS:
- Must have five years work experience in a related field plus two years experience in a supervisory role
- Must have a current and valid driver’s license; experience loading and driving a box truck
- Strong administrative skills; ability to lead, organize, delegate and ensure good communication within teams; ability to foster collaboration with internal and external teams
- Knowledge and experience in the coordination, preparation, and installation of museum exhibitions; experience in multimedia interactives, as well as art handling and hanging
- Proficient with MS Office software; Sketchup Pro and/or 3-D model or drafting experience. Ability to express design intent through sketches or computer renderings
- 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
- Ability to work on multiple projects and issues simultaneously with minimal supervision
- Ability to troubleshoot and creatively problem-solve
- Certified or willing to become certified in forklift operation

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; scheduling flexibility is required, especially during periods of intense exhibit production and when meeting exhibit deadlines

The Witte Museum is an equal opportunity employer.
Closing date: Open until filled
Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org