

**THEMUSEUM
JOB POSTING**



JOB TITLE: Exhibitions Development

DEPARTMENT: Curation, Exhibitions & Program Development

REPORTS TO: Senior Director, Curation, Exhibitions & Program Development

POSITION TYPE: Full-time position (37.5 hours per week) with flexible hours including some evenings and weekends as scheduled per museum events or exhibition installs and de-installs.

JOB PURPOSE:

The position is responsible for developing and executing exhibition content for THEMUSEUM. The Exhibitions Development Coordinator works with the Senior Director, Curation, Exhibitions & Program Development to execute temporary exhibitions, help maintain and refresh permanent exhibitions and THEMUSEUM's collection.

PRIMARY DUTIES AND RESPONSIBILITIES:

Exhibitions Development and Execution:

- Identifies and develop, through research, partnerships, and resources from suppliers, new content to refresh or add to permanent exhibits.
- Develops and execute with the help of the facilities team secondary exhibition content.
- Help with establishing and executing offsite exhibition content.

Collections Management:

- Maintains collections records.
- Works with Curatorial Strategy Committee to establish and maintain collections mandate.
- Maintains proper storage, care and handling of collections and loaned artifacts.

Exhibition Installation and De-installation:

- Participates in all exhibition installs and de-installs.
- Develops content with community partners for secondary exhibitions.

Administration:

- Maintains exhibitions contact list.
- Participates in execution of exhibitions research and evaluation from THEMUSEUM's audience and the community.
- Participates in curatorial strategy meetings.
- Assists with staff training and information dissemination for exhibitions.
- Liaise with Marketing department to provide content to promote exhibitions.
- Collaborates with exhibitions budget tracking.
- Work with Development department to ensure all necessary reporting is completed and new funding opportunities are explored.

SKILLS AND QUALIFICATIONS:

EDUCATION:

Three year community diploma in Museum studies, collection management or related field.

EXPERIENCE REQUIRED:

One year related experience, including:

- Exhibition planning or development experience
- Experience working with a collection
- Customer service experience

The following are assets to the position:

A creative thinker, detailed oriented and multi-tasker, experience with curation and exhibition design.

WORKING CONDITIONS:

ENVIRONMENT

Normal Office Conditions – moderate cold and noise

EFFORT – PHYSICAL AND SENSORY

- Considerable time spent active listening
- Considerable Preparation of written/electronic materials
- Minor Physical effort (lifting) while setting-up for exhibitions

About THEMUSEUM

THEMUSEUM's vision is to awe, inspire and enlighten and as such stages permanent and travelling exhibitions for both children and adults. Located in downtown Kitchener, THEMUSEUM is a charitable organization in an emerging field in Canada. THEMUSEUM offers a unique blend of art and technology at play and provides an opportunity for children and adults to learn in a fun, imaginative, non-traditional, creative environment. We encourage you to visit our website at www.THEMUSEUM.ca

CLOSING DATE: March 29th, 2018

START DATE: May 1st, 2018

Please direct resumes & cover letters to:

THEMUSEUM

10 King Street West Kitchener, ON N2G 1A3

Attention: Andrea Jimenez

Fax: (519) 749-8612

Email: Andrea.Jimenez@THEMUSEUM.ca

We thank all interested applicants; however, THEMUSEUM will contact only those candidates to be interviewed. No phone calls please.