



Lakeshore Museum Center

JOB ANNOUNCEMENT

TITLE: Exhibit Curator

STATUS: Full-time, exempt

SALARY: \$41,600

BENEFITS: Paid time off including vacation, sick, and holidays; health, vision, and dental insurance, 401k plan match

LAKESHORE MUSEUM CENTER MISSION: Inspire curiosity and wonder about Muskegon County's natural and cultural history through our interactive exhibits and experiential programs.

About the Museum: The Lakeshore Museum Center is a multi-site institution that has exhibits at all campuses and small exhibits throughout the community. The Main campus is a traditional two-story history/natural history museum that features permanent and temporary exhibits as well as three hands-on rooms. The Historic Sites campus includes five buildings/homes with changing exhibit spaces. The Muskegon Heritage Museum is the latest campus addition and has industry-focused exhibits. Over 60,000 guests visit the museum annually for our exhibits and programs. Visit www.lakeshoremuseum.org for images and more information.

Responsibilities:

- Responsible for quality design, fabrication, construction, and installation of Museum exhibits and at off-site locations as needed
- Coordinate all aspects of exhibit design with Exhibits Committee, Collections staff, Maintenance, Programming, marketing firm, and others as needed
- Coordinate the editing process of labels with the Exhibits Lead, then design, mount, and install labels for all exhibits. Mount labels, signs, and other graphics as needed for other departments
- Coordinate with Collections staff the installation and de-installation, safe handling, display, transportation, exhibit cleaning, and environmental conditions of artifacts
- Exhibit and programming designing must fit with marketing strategies
- Develop, track and manage assigned budget line items and assist the Exhibits and Collections Director with annual budgeting
- Coordinate with Collections staff and Exhibit Committee a plan for maintenance, annual cleaning, and redesign of permanent exhibits
- Develop and manage long-term working calendar with input from Exhibits Committee and Exhibits, Collections, and Program departments
- Responsible for the project management of exhibit related activities
- Maintain records of each exhibit

- Grant management when related to exhibits
- Work with general volunteers and interns as well as specialized interns
- Create and maintain relationships with professional colleagues, community members, lenders, and donors
- Coordinate exhibit design looks with our marketing firm
- Produce monthly report for board and director and assigned portions of the quarterly newsletter
- Supervise the Exhibits Technician to be hired in 2020

Requirements:

1. Candidates must have a BA or BS from a design related institution; Master's preferred
2. Must have five years of exhibit design, fabrication, construction, and installation experience
3. Must have working knowledge of design software programs on Mac
4. Must be able to demonstrate budgeting experience
5. Must understand how exhibit design connects to programming, marketing, and maintenance departments, and have strong interpersonal skills to work well with all departments
6. Must have proven and strong project management skills
7. Can demonstrate how exhibits enhance community engagement
8. Must be able to work independently and as part of a team
9. Ability to set and meet deadlines

To Apply: Please submit cover letter and resume to Cheryl Graves at Cheryl@lakeshoremuseum.org or via mail to Cheryl Graves, Lakeshore Museum Center, 430 W. Clay Ave, Muskegon, MI 49440.