



Lakeshore Museum Center

JOB ANNOUNCEMENT

TITLE: Exhibit Designer

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 Museum is a traditional two-story history/natural history museum that features permanent and temporary exhibits. The Historic Sites campus includes five buildings/homes with changing exhibits. 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.

About this position: This position is part of the Exhibits and Collections Department and reports to the Exhibits and Collections Director. A successful candidate will have demonstrated experience in design and project management and the overall design and look of exhibits.

Responsibilities:

Exhibit and Graphic Design: 50%

- Responsible for the development, quality design, interactive design and layout design of temporary exhibits. This includes coordinated fabrication, construction, and installation of these exhibits on-site with Maintenance and at off-site locations as needed.
- Create visualizations of exhibit layout and design to share with Museum staff, contractors, and outside parties as needed.
- Coordinate the editing process of label text with the Exhibit Lead.
- Design individual panel graphics. Mount and install graphics. Occasionally mount labels, signs, and other graphics for other departments.
- Work with cross-departmental teams to develop exhibit outlines and create exhibit story from staff research.
- Work with Maintenance, Exhibits and Collections staff with exhibit fabrication.
- Exhibit graphics to be coordinated with contracted marketing firm and fit with marketing strategies.

Project Management: 50%

- Coordinate all aspects of exhibit design with Museum staff, marketing firm, and others as needed.
- Coordinate with Collections staff the installation and de-installation, safe handling, display, and transportation of objects.
- Develop, track and manage assigned budget line items and assist the Exhibits and Collections Director with annual budgeting.
- Coordinate and carry out with Collections staff and Exhibit Committee a plan for maintenance, cleaning, and assessments of permanent exhibits.
- Develop and manage a long-term working calendar with input from Exhibits Committee and Exhibits, Collections, and Program departments.
- Maintain records of each exhibit.
- Grant management when related to exhibits.
- Work with volunteers and interns.
- Create and maintain relationships with professional colleagues, community members, lenders, and donors.
- Produce monthly reports for the Board of Trustees and President of the museum and complete occasional write-ups for the museum newsletter.

Requirements:

1. Preferred three to five years of exhibit design, fabrication, construction, and installation experience.
2. Candidates must have a BA or BS from a design related institution; Master's preferred.
3. Must have working knowledge of design software programs on Mac.
4. Must have proven and strong project management skills.
5. Ability to contribute to the fabrication and maintenance of exhibit elements.
6. Must understand how exhibit design connects to programming, marketing, and maintenance departments, and have strong interpersonal skills to work well with all departments.
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.