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National Nordic Museum

2655 NW Market St
Seattle, WA 98107

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Job Description

Exhibition Designer and Preparator

Reports to: Director of Operations
Department: Operations
Status: Full-time, non-exempt
Compensation Range: $26-$28 per hour
Schedule: 40 hours per week with occasional evenings and weekends.
Location: On-site

Position Overview:

The Exhibition Designer and Preparator is responsible for the design, fabrication, installation, deinstallation, and maintenance of the permanent and temporary exhibitions. This position assists the operations team, and other departments, with similar tasks between installs.

Essential Job Functions:

- Manage all aspects of exhibition design, installation, and deinstallation for permanent and temporary exhibitions.
- Utilize exhibition design software to realize the aesthetic and interpretive vision of exhibition curators and artists, communicating effectively with all stakeholders.
- Working closely with the Collections, Exhibitions and Programs teams and Facilities team to develop and design installation plans, work schedules, and manage installation logistics for exhibitions.
- Lay out, produce, and install exhibition graphics and object labels according to Museum style guide and branding.
- Prepare objects for display. Tasks include matting, framing, and creating mounts.
- Design and fabricate exhibition furniture and casework, as needed.
- Maintain exhibition furniture and supplies; monitor the functioning of electronic and digital equipment, and other installation components.
- Maintain and purchase hardware, tools, and other materials for object preparation and gallery installation.
- Direct and maintain exhibition lighting.
- In coordination with operations and facilities, Oversee digital media technology for permanent and temporary exhibitions.
- Collaborate with the Registrar on exhibition packing and unpacking. Manage the storage of crates, exhibition furniture, and materials.
- Oversee and perform temporary and permanent exhibition gallery maintenance and exhibition installation, including painting, moving objects, and installing objects, text panels, and other gallery signage. Adhere to professional practices in the handling of objects.

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- In coordination with the Registrar, refresh permanent exhibitions as needed, including rotating objects on display.
- Secure the services, schedule, and supervise outside contractors on special projects for design and installation work.
- Research and prepare cost estimates for fabrication, installation and deinstallation.
- Plan and coordinate with Museum staff to ensure that all requirements (aesthetic, interpretive, accessibility, conservation, credit, security, etc.) are met.
- Support Registrar and Manager of Collections with projects when needed.
- Facilitate local transport of objects and related materials, as needed.

Knowledge, Skills, and Abilities:

- Knowledge of exhibition design and proficiency with digital design tools.
- Demonstrated proficiency of handling collections and loaned objects in a wide variety of media.
- Ability to move or assist in moving heavy objects and ability to operate scissor lifts, pallet jacks, etc.
- Demonstrated proficiency of practices and methods in mount-making.
- Demonstrated skills and knowledge of shop equipment and ability to perform various skilled construction tasks.
- A passion for collaboration and a willingness to always be learning and improving.
- Ability to work independently and collaboratively with teams inside the Museum as well as with partner institutions, guest curators and other contractors.

Requirements:

- Design degree or relevant study and 3+ years relevant experience in Museum exhibition design and installation.
- Proficiency with design programs, such as Adobe Creative Suite and SketchUp.
- Knowledge of Museum Professional Practices related to artifact handling and exhibition requirements.
- Occasional weekend and evening work.
- Valid driver’s license.
- Ability to be seated/standing for extended periods.
- Ability to walk frequently, climb, push, lift (up to 60lbs), stoop, or carry equipment and materials.
- Visual acuity and manual dexterity.

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.