

Job Title: Exhibit Coordinator (Part Time)

Reports To: Becky Seabrook, Senior Director of Guest Engagement

Job Status: Part time, non-exempt

Work Schedule: 20 to 25 hours a week, including occasional work on weekends and evenings.

The John P. McGovern Museum of Health & Medical Science, also known as The Health Museum, is a member institution of the world-renowned Texas Medical Center. Located in The Museum District, The Health Museum empowers healthier living by fostering wonder and curiosity about health, medical science and the human body. The Museum treasures Houston's diverse population and welcomes individuals of all backgrounds.

JOB DESCRIPTION SUMMARY:

The primary goal of the Exhibit Coordinator is to help advance The Health Museum's strategic plan through the exhibition experience. That is, to assist in the creation of an inspirational, immersive and visitor-centric space that engages visitors – both onsite, in the community and virtually - with engaging and relevant mission-based content. The Exhibit Coordinator at The Health Museum is responsible for coordinating the safe and timely (de)installation of exhibitions. In addition, this position oversees the upgrades to the Museum's permanent exhibitions, including fabrication, repairs, modifications of exhibit components. The end goal is to maximize the user experience in our galleries and minimize risk to the Museum through safe maintenance, handling, and installation of exhibitions.

Exhibit Coordinator must be attentive to detail, highly organized, can execute according to a set schedule, problem solve all transportation, installation, and curatorial logistics, understand the user experience and be adept at communicating in a professional manner both externally and across departments internally. Should have an interest in and be able to demonstrate ability to work effectively in collaborative environment.

RESONSIBILITIES

- Coordinate fabrication and (de)installation of in-house exhibitions.
- Identify traveling exhibits that are an appropriate fit in terms of mission, audience, budget, size and schedule.
- Manage the contacts, tour schedule, and (de)installation of in-house traveling exhibitions.
- Coordinate with traveling exhibition companies on (de)installation of exhibitions.
- Coordinate staff training on exhibitions.
- Work in coordination with Building Technician on the daily maintenance of permanent and traveling exhibitions to minimize downtime.
- Respond to requests for information from the home institution, fabricators, and vendors.
- Work collaboratively across departments on exhibit-related planning as needed.

DESIRED EDUCATION AND SKILLS

- Bachelor's degree in Museum Studies or in a related field or 3 - 5 years of equivalent relevant experience
- Experience in project management
- Ability to work effectively in teams
- Computer Skills: Microsoft Office Suite, Google Suite; Adobe Suite/exhibit design software a plus

- Strong interpersonal skills and communication (verbal and written) skills.
- References that demonstrate dependability, initiative and the ability to think on one's feet.
- Bilingual (English/Spanish) a plus
- Experience with virtual exhibitions a plus