Job Title: EXHIBIT MANAGER  
Reports to: Senior Director - Guest Engagement  
Job Status: Full-time, some evening, weekend, and holiday hours  
Pay Classification: Exempt, Benefits eligible

About The Health Museum
The Health Museum is a mid-sized interactive science center with a highly collaborative work culture. Our mission is to inspire wonder and curiosity about health, medicine, and the human body. While families and schools with elementary and secondary school children make up a large segment of our visitors, we serve a very diverse group of guests and continually strive to create a welcoming and accessible space for all of our visitors.

Our footprint includes a combination of permanent and traveling exhibition galleries. We also collaborate with partners on the development of both in-house and community exhibits and are open to further developing ways to connect our visitors with hybrid exhibition content. In addition to our science-centered exhibitions and programs, we've recently launched a Healing Arts Initiative. Through programs and exhibits, this initiative explores the intersections of art, culture, and medicine to reduce harm, relieve social suffering, and promote positive health behaviors for all.

The Health Museum is a Smithsonian Affiliate and member institution of the Texas Medical Center. We are located in Houston, Texas, in the heart of the Houston Museum District.

Job Description Summary:
Guided by the Museum’s mission and strategic plan, the Exhibit Manager is responsible for creating inspirational exhibition spaces that inspire wonder and curiosity about health, medicine and the human body. Together with the Senior Director of Guest Engagement, the Exhibit Manager will develop both short and long-range planning for permanent and traveling exhibitions from other institutions as well as the development of new exhibit projects.
Candidates for this position should be able to demonstrate a solid grasp of industry standards and best practices, the ability to manage multiple projects, and enthusiasm for the Museum’s mission.
KEY RESPONSIBILITIES:

*Exhibit Planning*
Work with the Senior Director of Guest Engagement to develop and implement multi-year exhibit plan and budget. This includes upgrades and maintenance of the permanent exhibits and traveling exhibition rentals.

Work with Senior Director of Guest Engagement to explore exhibit development opportunities. Identify potential traveling exhibitions that align with mission and resources.

*Project Management*
Oversee all phases of exhibit development, from initial concept through design, fabrication, installation, and evaluation.

Create and manage project timelines, budgets, contracts, and resources to ensure exhibits are completed on time and within budget. Submit documentation (including contracts, invoices, receipts, reports, etc.) in a timely manner.

Coordinate with consultants, vendors, and contractors, as needed for exhibit design, fabrication, and/or (de)installation.

Supervise exhibit technicians as needed.

*Exhibit maintenance and evaluation*
Maintain exhibit storage area, workshop, and tool inventory. Manage and maintain physical and digital assets. Ensure exhibits are maintained to a high standard of function and safety and remain engaging and relevant to visitors.

Develop and implement procedures for regular exhibit maintenance, updates and repairs.

Work with Guest Services staff to evaluate exhibit effectiveness and visitor engagement through surveys, feedback, and other evaluation tools, and make improvements as necessary.
**Compliance and Safety**
Ensure all exhibits comply with safety regulations, accessibility standards, and best practices in museum exhibit design. Manage risks associated with exhibit installation and maintenance, and ensure proper training and procedures are in place for staff.

**Collaboration and Communication**
Communicate effectively with museum staff, stakeholders, and the public regarding exhibit plans and progress.

Facilitate team meetings and ensure all project stakeholders are informed and engaged throughout the exhibit process and able to provide a high-quality guest experience.

Assist with training of staff and docents as needed.

**QUALIFICATIONS**

**Knowledge/Experience:** 5 years+ of proven experience in exhibit design or management or a similar field. (engineering, theater, architecture, etc.) Keeps current with best practices in exhibit design and visitor engagement.

**Project Management:** Ability to monitor projects, determine necessary resources through clearly defined roles and responsibilities. Communicates in a timely manner and executes agreed upon project timeline. Experience in exhibit (de)installation, curatorial logistics and risk management.

**Quality Control:** Produce work that demonstrates accuracy and attention to detail and reflects well on the Museum. Proactive in preventing problems. Uses logic and methods to solve difficult problems.

**Communication:** Strong communication and interpersonal skills, culture of strong collaboration across departments.

Creative and innovative thinker with strong attention to detail and passion for science communication/public engagement. Proficient with design software.
**Organization Skills: A self-starter.** Can handle multiple assignments and priorities. Adaptable, able to sort through appropriate priorities to various work demands. Follows through on commitments. Values the time of others by being prepared and on time for meetings and responding to emails.

**Team Orientation:** Uses good judgement as to what to communicate to whom. Listens to others. Identifies team needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays. Keeps teams (both internal and external) informed about the status of pending actions. Highly collaborative, cross-departmental workplace.

Due to the nature of the position, this is primarily an in-person position. Work environment includes office setting, (de)installation and maintenance in the galleries and community, as well as offsite meetings. Must be able to lift and move heavier equipment. There is the option for limited remote work hours (schedule and project permitting) after thirty days of employment.

The description and qualifications listed are not all-inclusive, but they are representative of key responsibilities for the position.

To apply please submit a cover letter, resume, and portfolio of previous exhibit work (if applicable) to Kristi Birdsell, HR Manager, at hr@thehealthmuseum.org.

Accessibility, enthusiasm for mission, cultural competencies/accessible design involves coordinating with exhibition companies, designers, fabricators, and museum staff to create engaging and educational exhibits that support the museum’s mission and enhance the visitor experience onsite, in the community, and online.

Highly collaborative, cross-departmental workplace.