

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Exhibition Designer	DIRECT SUPPORTS:	Sr. Curator of Exhibitions and Collections
DEPARTMENT:	Exhibitions and Collections	DIRECTLY SUPPORTS:	Will supervise staff as this position grows
CLASSIFICATION:	Salaried, regular full-time exempt	SALARY RANGE:	\$62k+

JOB SUMMARY

The High Desert Museum seeks an Exhibit Designer to create permanent and temporary mission-based exhibits. The Designer will work as part of the Exhibitions Team on innovative, interdisciplinary exhibitions that foster connection to and dialogue about the High Desert. The position also supports the overall visitor experience through ongoing evaluation and improvements of elements visible to visitors both inside the Museum and on our grounds.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

80%	<p>Exhibition Development</p> <ul style="list-style-type: none"> <i>In collaboration with the Exhibitions Team, conceptualize, develop, design, test, produce, install and maintain permanent and temporary exhibits.</i> <i>Develop a cohesive creative plan for and execute environmental design and graphics for use in new and traveling exhibitions, digital media, museum signage and wayfinding.</i> <i>Use computer-aided design (Sketchup or Blender preferred) to produce detailed floorplans and drawings-to-scale of exhibition components, including furniture, cases, mounts, etc., to conservation standards.</i> <i>Develop construction and production drawings for contractors, preparators and other vendors.</i> <i>Print, produce and install large-format graphics.</i> <i>Advocate for an excellent visitor experience by designing mission-based exhibits that are immersive, interactive and consider the diverse needs of our audiences.</i> <i>Ensure that departmental practices remain in accordance with design industry standards; employ leading design programs and stay current with technological advancements.</i> <i>Ensure visitor safety and meeting and exceeding Americans with Disabilities Act (ADA) standards through sound design and production methods.</i> <i>Oversee production quality, supply stock and equipment upkeep.</i>
15%	<p>Visioning and Collaboration</p> <ul style="list-style-type: none"> <i>Present concepts for review and discussion with internal and external stakeholders.</i> <i>Collaborate with the Communications department on exhibition graphic identities and institutional style guides.</i> <i>Collaborate with the Exhibitions Team to develop, manage and stay within department budgets and exhibition production timelines.</i> <i>Collaborate with internal and external partners on architectural, experiential and operational design.</i>
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> <i>Contribute to and support the Museum's DEAI initiatives</i> <i>Contribute to and support the Museum's accreditation process</i> <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i> <i>Other duties as assigned</i>

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- A bachelor's degree in a field appropriate for the position, e.g. graphic design, industrial design, studio arts, environmental graphics, architecture, etc.

EXPERIENCE

- At least two years of professional experience in exhibit design, and the ability to provide a professional portfolio with published work samples
- Knowledge of the exhibition design process from concept design to installation
- Knowledge and understanding of visitor experience standards and best practices
- Knowledge of ADA, universal design and how to design accessible museum exhibits
- Strong working knowledge of exhibit production techniques
- Experience managing budgets
- Ability to balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; ability to build morale and group commitments to goals and objectives and supports everyone's efforts to succeed

SKILLS/ ABILITIES

- Demonstrated ability to perform large-format printing, graphic production, fabrication and installation
- Proficient in software applications including Adobe Creative Suite, SketchUp, MS Office, etc.
- Content expertise within the areas of the Museum's mission
- Experience working with museum collections
- This position involves extended periods of seated or standing desk work

PHYSICAL ELEMENTS

EQUIPMENT USE

- Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date