

Glenbow

Job Title: Exhibit Designer

Full time position (37.5 hours per week)

Organization Unit: Engagement > Production/Design

Job Family: CUPE Local 1645

Salary Grade: 7

Desired Start Date: ASAP

Applications should be submitted to: careers@glenbow.org please quote the job title in the subject line of the email.

Application Deadline: September 6, 2019

****Note: Not all applicants will be contacted for an interview.

GENERAL ACCOUNTABILITY

Reporting to the Production Manager, Engagement, this position is responsible for providing physical plans and layouts for exhibits as well as changes to building amenities/ infrastructure. Ensures a consistent image and profile of Glenbow, and maintains physical and visual standards while creating an engaging experience for the visitor.

SPECIFIC ACCOUNTABILITIES

Exhibit design:

- Collaborates with exhibit teams to develop exhibits, including the selection of products, colours, and design options.
- Works collaboratively with Graphic Design Coordinator and Graphic Design Technician (Design Team) as exhibits are developed, determining all exhibit graphic requirements.
- Provides cost information and develops design budgets.
- Develops concept drawings, detailed construction and fabrication drawings.
- Develops physical plans of exhibit spaces and building amenities/infrastructure changes. This includes floor plans, exhibit layouts, paint plans, design of case goods and detailed layouts of artifacts/ objects and artworks within case goods.
- Participates in the installation of exhibits.
- Liaises with conservators regarding the environments and safety of artifacts.
- Liaises with curators regarding the context for artworks and artifacts
- Liaises with curators and administrators of external organizations regarding design specifications and exhibit layout for traveling exhibits.
- Liaises with programmers regarding usage of exhibit space.
- Supports development of design for interactive programming.
- Maintains knowledge of current products and technology.

- Liaises with Production staff on exhibit fabrication, case layouts and installation of exhibits.
- Evaluates maintenance needs of permanent exhibits.
- Provides advice, assistance, and mentoring on exhibit design.
- Advises on the physical plan of the building with all key stakeholders.

Administrative:

- Assesses needs, acquires, assigns and controls quality of contract work related to exhibit design.
- Conducts planning meetings.
- Develops and maintains statistics on physical parameters of building and exhibits.
- Maintains design records and data.
- Responds to public requests.
- Provides training in design department as required.
- Performs other duties as assigned.

QUALIFICATIONS

- Undergraduate degree in Architectural or Industrial Design.
- A minimum of 5 years museum related experience in 3D exhibit design.
- High proficiency in 2D/3D Design software including (but not limited to) Vectorworks, AutoCad and Adobe Create Suite (Photoshop, Illustrator)
- Prior experience developing exhibition layouts for visual art exhibitions.

The specific technical skills required by this job include:

Technical Skill

| Description |
|---|
| Email - Basic |
| Microsoft Office for MAC - Intermediate |
| MS Internet Explorer - Basic |
| PowerPoint - Intermediate |
| SketchUp - Intermediate |
| Vectorworks for Mac – Intermediate |
| Adobe Creative Suite (Photoshop, Illustrator)- Intermediate |
| AutoCad- Intermediate |

Key Competencies

- 12) Accuracy - ensuring that work accomplished is accurate.
- 10) Depth - demonstrating a significant degree of knowledge in a particular area.
- 5) Team Playing - effectively filling necessary roles within a team environment; showing strong listening, summarizing, facilitating and "bridge building" skills.
- 35) Creativity - identifying and evaluating unique ways to improve the organization (cost reductions, use of resources, policies/procedures, products); generating useful new ideas, approaches or techniques.
- 24) Time Management - effectively adapting to tight deadlines, heavy workloads, and sudden or frequent changes in priority in order to accomplish objectives.
- 29) Entrepreneurship - attending to innovative goals or operations with high stakes and risks involved; driven to gain competitive edge.
- 34) Technical Competence - emphasizing technical resources, applying them effectively, and keeping abreast of the latest developments in new technologies to assess their possible application (and/or ensure their successful implementation) within the work place.
- 36) Initiative - demonstrating self-motivation; effective performance is driven from within rather than being conditional on pressure from external factors (e.g. supervisors, peers, subordinates, deadlines, crises, etc.).