



JOB ANNOUNCEMENT

Exhibits Manager

POSITION PURPOSE

The Exhibits Manager is responsible for overseeing daily care, operation and maintenance of Museum & Theatre exhibits and new design, fabrication / construction. The Exhibits Manager manages the exhibits team, including overseeing exhibit remediation design and construction, handling all exhibit maintenance and cleaning operations, and managing future exhibit design and fabrication. Responsibilities range from managing projects to creating cleaning calendars and managing vendor relations.

Reporting to the Director of Education and Exhibits, the Exhibits Manager will be working as part of a close-knit programming team including the Education, Live Exhibits, Visitor Programming, Theatre, and Building & Grounds teams to meet the mission of the Museum & Theatre through exhibits and programming.

POSITION SUMMARY

Team management:

- Manages a team of part-time and full-time Exhibits Assistants and Associates (typically 2-5 direct reports), including scheduling, training, evaluations, and supporting their professional growth within the exhibits team;
- Supports and mentors volunteers and interns
- Ensure workplace safety and organization particularly in regards to the use of the fabrication shop and tools;

Exhibit repairs and maintenance:

- Manage the cleaning and maintenance for all exhibits including:
 - creating regular calendars for care and cleaning;
 - supporting exhibits team in implementing cleaning & maintenance schedules;
 - regular assessment of safety and cleanliness of all exhibit materials (fixed and props)
 - host training for all staff on cleaning/maintenance procedures
- Manage exhibits repairs as they occur and work toward reducing exhibit repair needs whenever possible;
- Collaborate with contracted exhibit designers and fabricators to manage remediation and repairs, including those under warranty;
- Manage the purchasing of exhibit props and materials, staying within allotted budgets;
- Manage the opening & closing operations for exhibits including ensuring daily safety checks are performed;



Exhibit development and improvements:

- Support the concept development of new exhibits;
- Manage the design and fabrication of new exhibits (permanent, traveling and temporary) including working with external contractors as well as with in house exhibits staff;
- Lead and participate in exhibit fabrication when applicable;

Visitor Facing Managerial Duties:

- Works to create a welcoming and safe environment for visitors of all ages and identities;
- Covers as “ supporting manager on duty” when other managers are unavailable (typically about 2-4 days monthly, approximately half of those being high volume visitation weekend days) This role includes ensuring on-duty staff carry out daily lists of activities and events; replying to visitor questions and concerns on the floors and in the atrium; opening and closing duties; and responding to first aid and other emergencies.
- Manage evaluation of exhibits for visitors of all ages and the community, including but not limited to:
 - Observation
 - Community Surveying
 - Prototyping
- Provide oversight to ensure quality content and durable fabrication throughout exhibits and exceptional visitor learning experiences;

Other:

- Support the construction and load in of theatre sets as assigned;
- Support partnerships with other educational institutions and non-profit organizations for exhibit outreach work as needed across all Museum & Theatre focus areas;
- Participate in grant concept development for exhibit specific grants;
- Lead exhibit tours for community stakeholders;
- Additional responsibilities as identified by supervisor

POSITION REQUIREMENTS

3+ years managing a team through exhibit design and fabrication;

Leadership experience

Understanding of OSHA guidelines;

Knowledge of electrical and mechanical systems as pertaining to exhibits;

Skilled in at least two of the following areas: woodworking, machining, metalworking, finishing and painting;

Ability to lift 50 lbs, climb ladders up to 16' high, climb into small exhibit component spaces, and navigate uneven terrain;

Ability to creatively problem solve a must;



Expert organizational and project management skills, with proven ability to prioritize, manage complex calendars, and meet deadlines;

PERSONAL ATTRIBUTES

Absolute team player;

Tremendous creative talent with capacity to be nimble and adapt to the organization's needs;

Must be highly professional with the ability to serve as a public representative of the Museum & Theatre;

Passion for informal education;

Organized with a keen attention to detail;

Energized by the Museum & Theatre's mission and values

SCHEDULE

Generally Tuesday - Saturday, 8:30 - 4:30.

COMPENSATION

\$53,600 / year plus \$10,000 annual benefit pay which can be used toward a cafeteria plan of benefits including health insurance (2 options, HSA available), dental insurance, vision insurance, life insurance, short & long-term disability, critical illness insurance, accident insurance, 4013B (retirement) plan contributions, and/or HSA contributions. Benefit pay may also be taken as pay in lieu of benefits.

Additional benefits include:

- Generous paid time off
- annual free membership (for yourself or to give as gift)
- monthly free admission passes
- snacks, tea & coffee available daily onsite
- staff events such as outings, parties, and lunches

CMTM has an equitable system of pay that offers a base rate based on position, longevity pay increases over time, merit-based raise opportunities, and cost of living base wage updates. This system is designed for equity, and as such, we do not have the ability to negotiate the compensation listed above.

HOW TO APPLY



Each applicant is required to email a resume, Museum & Theatre employment application, letter of interest, and an exhibits and design portfolio.

CMTM Employment Application can be found at <https://www.kitetails.org/work-with-us>

Applications are accepted via email to hire@kitetails.org

Job Application Deadline: April 2, or until a candidate is found.

ABOUT CMTM

At the Children's Museum & Theatre of Maine, we set the stage for every child to imagine and learn through play.

We value Belonging.

Everyone belongs at the Children's Museum & Theatre of Maine. We believe each person has value and worth; we celebrate what makes each of us unique and what binds us together as a strong community

We value Play.

We embrace the power of play to build resilience, spark creativity, and ignite a child's imagination. Play inspires our work, our physical spaces, our storytelling, and our learning experiences.

We value Community.

We center community in all we do. We strive to be an inclusive partner and resource in order to build strong, lasting relationships.

We value Curiosity.

We believe curiosity inspires children to explore, build empathy, and connect with others. Learning fueled by curiosity leads to a deeper understanding of self and the world around us.

We value Trust.

We provide safe, inclusive experiences and spaces to ensure that the community's trust is earned and upheld in all that we do.

The Children's Museum & Theatre of Maine is an equal opportunity employer.

We prioritize diversity amongst our team and leadership, and we strongly encourage people of all traditionally marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state, or federal laws.



We are committed to making our facilities and programs accessible and safe for all members of our community, staff, and volunteers. We are actively working to increase accessibility and usability of our website, building, and educational activities. Supervisors work collaboratively with employees to make accommodations and modifications to accommodate the employee's needs, including physical changes, assistive technologies, accessible communications, and policy enhancements. In doing so, we adhere to the available standards and guidelines and, in many cases, go beyond the guidelines to uphold our philosophy that our staff should have a safe and welcoming work environment where they can learn and grow. For a full description of our facility's accessibility, please visit: www.kitetails.org/accessibility