



zeum

Position Title: Exhibits Manager
Reports to: Director of Experience & Programs
Status: Full-time, exempt, at-will, regular
Date Posted: January 28, 2010
Schedule: TUESDAY through SATURDAY. Occasional Mondays, as needed.

Organizational Description:

Zeum is San Francisco's hands-on, multimedia arts and technology museum for kids. Our vision is a world where creativity, collaboration and communication inspire new ideas and innovative solutions. We believe that the success of the next generation will hinge not only on what they know, but also on their ability to think and act creatively as global citizens. Our mission is to nurture the creativity, collaboration, and communication of all youth and families. Zeum engages and inspires youth who may not otherwise have access to quality arts and technology experiences in a safe environment. We provide an environment that makes it possible for young people to be makers and creators, animators, directors, performers, designers, collaborators, and decision-makers.

Position Description:

Working closely with the Director of Experience & Programs (DEP), Zeum's Exhibits Manager (EM) is responsible for developing the overall strategic vision for all of Zeum's exhibits and public spaces and serves as Zeum's lead creative visionary for its interactive exhibits. In the coming months, the EM will begin to execute Zeum's Master Plan for exhibits, which focuses on transforming four of Zeum's key exhibit spaces to expand our target audience to include three- to five- year-olds. The plan will include the addition of both temporary and permanent high-tech, interactive, multi-media exhibits. With direct supervisory responsibility for one or more interns and the Assistant Exhibits Manager who oversees interns and installers, the EM provides collaborative and supportive leadership for the exhibits team and partners with Zeum's Education and Visitor Services managers to develop Zeum's overall exhibitions and educational strategy, including assisting the team with curriculum and program development.

Responsibilities include:

- Provide creative vision for the improvement and transformation of Zeum's exhibit experience and all public spaces
- Project management of all major exhibitions from concept to execution, with a focus on executing Zeum's Exhibits Master Plan with excellence
- Develop strategic partnerships with exhibit developers, artists, galleries, interactive technology exhibit designers and experts, etc., and negotiate terms of any contractual relationships
- Provide leadership to the Exhibits Team and partner with the larger Experience Team in a manner that fosters all of Zeum's core values: creativity, collaboration, communication, integrity and inclusiveness
- Manage the Exhibits Department budget
- Work closely with Development Department to create materials and reports as needed to support fundraising efforts for financial and in-kind donations
- Develop exhibit evaluation tools and execute regular evaluations
- In the absence of the Assistant Exhibits Manager, troubleshoot exhibits maintenance issues and supervise interns, assistants and on-call installers

Duties and responsibilities may change. Employees are encouraged to be flexible and responsive to changes in scope of duties.

Minimum Qualifications:

- Bachelor's degree or equivalent professional experience and three to five years' directly related experience (Interaction Design, Communications, Theater, Radio/TV/Film, Exhibit Design, Installation Design, Product Design)
- Three to five years' successful experience leading a team and managing complex projects with multiple vendors and deliverables
- Experience working with and supervising youth and/or young adults
- Collaborative approach to management
- Comfortable working with both Windows and Mac desktop OS to install software, sound equipment, and video production fundamentals
- Experience with interactive exhibit design and young audiences
- Excellent oral and written communication skills
- Ability to bring creativity and flexibility to problem-solving
- Finalist(s) for the position must undergo a thorough pre-employment background check, including fingerprinting for criminal history

Preferred:

- Ability to operate scissor lifts, cherry pickers, pallet jacks, air compressors, power saws, power drills, other power tools, miscellaneous tools and equipment
- Basic electrics, fabrication, rigging and picture framing skills
- Familiarity in operating, installing and maintaining professional A/V and lighting equipment

We seek enthusiastic team players who are highly self-directed, deadline-oriented, forward thinking, detail-oriented and who embody our core values.

Compensation:

We offer a dynamic, fun, inclusive, and flexible work environment with a mid-\$40K salary, a benefits package that includes generous paid leave, employer-paid medical and dental insurance, and the option of participating in commuter checks and/or a 403(b) retirement plan.

Application Process - PLEASE READ CLOSELY:

Send cover letter and resume by email to [jobs\(at\)zeum\(dot\)org](mailto:jobs@zeum.org) with a subject line beginning with this exact phrase: "EXM-2010" followed by your FIRST and LAST NAME. Please tailor your cover letter to this job posting. Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.

ZEUM is an equal opportunity employer committed to diversity at all levels.