

Department of State
Division of Historical Resources
Bureau of Historical Museums
Museum of Florida History

Museum Program Manager – SES (Working title, Curator of Exhibits)
Museum of Florida History
Position number: 45000348
Salary: \$50,000

This is a State of Florida position with an excellent benefits package, including health insurance, paid holidays, annual and sick leave benefits, and retirement plan options.

The Museum of Florida History, Florida's official state history museum, is seeking an experienced, creative, and highly organized museum professional to fill the position of Museum Program Manager – SES (Working title, Curator of Exhibits). The Curator of Exhibits is responsible for the permanent, changing, and traveling exhibits (TREX) programs at the Museum of Florida History and other exhibit locations as needed. As a member of the Museum leadership team, the Curator of Exhibits reports to the director of the Museum and supervises employees within the Design and Fabrication section. The Curator of Exhibits will have an exciting opportunity to help shape the Museum of Florida History for future generations as we embark on planning for new permanent exhibits.

How to apply:

To read the full job description and to apply, please go to

<https://jobs.myflorida.com/job/TALLAHASSEE-DOS-Museum-Program-Manager-SES-45000348-1-FL-32302/1085814000/>

Minimum qualifications:

- Five years of full-time experience in museum or gallery exhibition design, production, fabrication, or installation
- Knowledge of techniques, materials, and tools used to design and construct museum exhibits
- Project management experience with demonstrated ability to deliver work product on time, on budget, and with exceptional quality
- Resume and cover letter detailing your five (5) years minimum experience in museum or gallery exhibition design, production, fabrication, or installation, which includes a description of work performed

Preferences:

- Bachelor's degree in fine arts, design, or in one of the humanities disciplines
- One year of supervisory experience
- Experience with museum master planning and evaluation
- Experience with managing contracts
- Knowledge of printing terminology and processes
- Experience working with timelines and budgets

- Experience with Adobe Design software
- Experience with software and equipment needed for a variety of museum computer interactives

Duties and Responsibilities:

- The Curator of Exhibits is responsible for the permanent, changing, and traveling exhibits (Trex) programs at the Museum of Florida History and other exhibit locations as needed. Plans and directs the development, growth and utilization of a program of diversified exhibits, including planning, designing and directing exhibit production, installation, and maintenance of exhibits including statewide and traveling exhibits and exhibit publications. Determines standards and monitors quality control of all Museum publications. Acquires and researches products and techniques for fabrication and design. Conducts complex research necessary to reconstruct and/or protect various museum objects for exhibition. Oversees contractors on grant and contract activities. Supervises section production and design projects in progress.
- Performs administrative duties as section head of Design and Fabrication, including staff supervision, development, and performance evaluation, budget preparation, purchasing, record keeping, fiscal and property control, establishing completion deadlines, and ensuring that projects are carried out according to established criteria. Coordinates section activities with other section heads and the museum director.
- Oversees the progress of exhibit teams to ensure coordination among teams, scheduling, and completion of projects; works with outside groups and consultants participating in the team process, as needed. Oversees des
- Works with Museum director and other section heads to achieve conceptual planning, development, and evaluation of all Museum activities, exhibitions, publications, and programs and to maintain operations of the state history museum to the highest professional standards established by the American Alliance of Museums (AAM). Participates in the Museum's Collections Committee, assisting in the acquisition and management of collections.
- Provides advice and consultation to individuals, museums, and historical agencies throughout the state. Carries out special projects as assigned by the Museum director.
- Performs other work related duties as required.

Knowledge, Skills, and Abilities:

- Knowledge of museum terminology and programs
- Knowledge of techniques for conducting research
- Ability to plan and direct development, growth and utilization of a diversified range of exhibits
- Ability to lift, move, carry, and/or push items weighing up to 30 lbs.
- Ability to participate in physical work involved with exhibit installations, de-installations and other museum projects and programs
- Ability to ascend and descend ladders to a height of ten feet
- Knowledge of design and construction of museum exhibits
- Ability to use Adobe and Microsoft Office software

- Ability to interpret construction drawings
- Ability to perform daily exhibit gallery and shop maintenance tasks
- Ability to work effectively in a team environment
- Knowledge of general carpentry and building practices
- Knowledge of basic carpentry tools
- Ability to use a computer for word processing, digital image and audio data management, and preparation of exhibit plans, reports, and media presentations
- Skill in painting and staining
- Ability to organize and maintain paper and electronic filing systems
- Ability to follow established procedures. Ability to work with environmental stressors such as loud noises, uncomfortable temperatures, dust, etc., inside or outdoors, that may be associated with the exhibit production and installation processes
- Ability to communicate and convey ideas clearly, both verbally and in writing
- Ability to establish and maintain effective working relationships with co-workers, subordinates and superiors
- Ability to work effectively in a team environment
- Ability to work weekends or outside of regular work hours in order to meet deadlines

The Benefits of Working for the State of Florida:

Working for the State of Florida is more than a paycheck. The State's total compensation package for employees features a highly competitive set of employee benefits including:

- Annual and Sick Leave benefits
- Nine paid holidays and one Personal Holiday each year
- State Group Insurance coverage options, including health, life, dental, vision, and other supplemental insurance options
- Retirement plan options, including employer contributions (For more information, please click www.myfrs.com)
- Flexible Spending Accounts
- Tuition waivers
- And more!

For a more complete list of benefits, including monthly costs, visit www.mybenefits.myflorida.com.