



POSITION DATA

JOB TITLE: Assistant Manager for Exhibition Production
DEPARTMENT: Museum - Exhibitions
REPORTS TO: Director of Exhibition Production
CLASSIFICATION: Full-Time Exempt
DATE: July 2022

POSITION OVERVIEW:

The Assistant Manager for Exhibition Production contributes to the formation and maintenance of the 9/11 Memorial & Museum's ongoing and upcoming physical exhibitions, which chronicle the events of 9/11, the historical context of the attacks, and their ongoing repercussions. The position provides coordination between design, fabrication, installation, and ongoing maintenance and quality control of the existing exhibitry. This position may require early morning or evening hours for installation and maintenance work.

The Assistant Manager for Exhibition Production is part of the Exhibitions department, which imagines and maintains physical installations, audiovisual exhibits, digital interactives, audio guide experiences, and online storytelling platforms. The 9/11 Memorial & Museum has approximately 110,000 square feet of interpreted space, and it is the responsibility of the Exhibitions department to manage these installations, ensure their daily integrity and performance, and plan for future use and relevance for Museum visitors.

This position works closely with designers, registrars, conservators, content developers, media specialists, and fabrication and installation colleagues to create and sustain exhibits that meet curatorial goals and design intent. This is a full-time position that reports to the Director of Exhibition Production.

ESSENTIAL FUNCTIONS:

- Document and coordinate physical exhibition installations and long-term maintenance projects including gallery space improvements, casework, furnishings, mount making, lighting, and graphics.
- Aid in routine cleaning of exhibitry as well as hands-on small-scale repair and maintenance work.
- Assist with creation of mock-ups and prototypes.
- Review construction document revisions and answer requests for information from designers, fabricators, and other consultants.
- Supervises on-site installations and special maintenance projects including coordinating schedule, resources, staffing, vendors, and consultants.
- Develop and maintain installation guides; maintain archive of milestone deliverables for design, fabrication, and installation consultants.
- Support contract management for external designers, fabricators, printers, and installers.
- Coordinate with colleagues in Buildings and Grounds, Collections, Operations, and other internal departments at the Museum regarding exhibition maintenance.

- Maintain material and design sample collections, work room inventory, and back-of-house spaces.
- Conduct research on material specifications, production techniques, installation methods, and associated cost estimates.
- Manage special projects as assigned.

REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS

- Participate in the Annual 5K Fundraiser and September 11th Commemoration.
- Assist with other special projects and events in support of the 9/11 Memorial & Museum mission, as assigned.

QUALIFICATIONS/SKILL REQUIREMENTS

- Previous work experience in museums or cultural institutions beneficial.
- Familiarity with construction and basic hand tools.
- Excellent communication and organizational skills.
- Methodical and attentive to detail.
- Experience with design and production skills or willingness to learn.
- Acquaintance with a range of computer programs, including the Adobe Creative Suite and Vectorworks, desirable.
- Background in a liberal arts, museum studies, design, fine arts, industrial arts, or equivalent experience preferred.
- Ability to work on installations including sensitive content.
- Respectful of trust, transparency, and differing perspective and communication styles.
- Concur with core department values of:
 - *Creativity*: we encourage creativity as a driver of innovation, improvement, and meaning making.
 - *Belonging*: we welcome, reflect, and create space for the diverse experiences of our staff and visitors.
 - *Integrity*: we uphold the highest standards of integrity in our actions and creations.
 - *Safety*: we foster a safe environment to work in and for our visitors to engage.
 - *Accountability*: we are accountable for delivering on our commitments.
 - *Effectiveness*: we believe being effective allows us to best realize the mission of the institution.
- The Exhibitions department encourages candidates to apply even if their experience is not a 100% match with the position description. We are looking for someone with relevant skills and experience, not just a checklist. We want to help you professionally grow and in return, you help us develop into a stronger, more inclusive team.

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmexhibitionsjobs@911memorial.org.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and is expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to be mobile and have the ability for two-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is typically low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel may be required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
 - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.