

JOB DESCRIPTION

Position Title: Manager, Exhibitions

Position Reports to (Title): CEO/President

Effective Date: May 2021

Department: Administration

Exempt/Non-Exempt: Full time, Exempt

1. Position Summary

This full-time position is responsible for all exhibitions at Powell Gardens. A strategic thinker, long range planner, project manager, multi-tasker with the ability to move teams forward under critical deadlines, this crucial role will develop and execute a vibrant, cross-disciplinary exhibitions program. The Manager will initiate, develop and manage all exhibitions from the smallest to the largest in a range of media with specific focus on horticulture, art and festival display. From proposal to delivery, the Manager will oversee all teams through planning, development, implementation and evaluation. This position will be focused on attracting and serving a diverse population of new and existing audiences; delivering mission-based exhibitions that include interpretation, events and programming; and partnering with other institutions when applicable.

2. Representative Duties

Strategy, Research and Long Range Planning

1. Through collaboration with the Visioning Committee and the expectations of the Master and Strategic Plans, develop and implement a robust, unique exhibition schedule that provides episodic, seasonal, festival and permanent collection initiatives that significantly drives attendance and membership attendance and revenue goals.
2. Seek input from key stakeholders to assemble exhibition ideas that drive attendance, membership and revenue goals for the Gardens.
3. Develop goals and outcomes for each exhibition.
4. Anticipate how each exhibition can utilize events, workshops and education/interpretation to more deeply engage visitors at the Gardens.
5. Think strategically about how to maximize available resources to reach new audiences.

Planning, Implementation and Budgeting

1. Adhere to a consistent planning and execution process to manage all exhibition details.
2. Manage all exhibition planning, coordination and timelines with key Garden staff specifically working with designated horticulture, marketing, education and maintenance staff.
3. Develop critical timelines and priorities and hold staff accountable for deadlines.
4. Manage all exhibition budgets.
5. Manage all contracts, shipping, installation and payments related to exhibitions, artists and other necessary vendors.
6. Deliver everything on time, with attention to the highest quality and within budget.
7. Provide appropriate oversight of all contractual agreements for outside exhibits ensuring the safety and security of any installation at the Gardens.

Teamwork, Communication and Scheduling

1. Provide leadership, motivation, direction and support to event teams, volunteers and staff being mindful of busy schedules and the need for preparation and execution time.
2. Serves as a point of contact and coordination for collaboration with staff regarding educational content and interpretation, staging, marketing, signage and events.

3. Present as required the slate of proposed exhibitions to key committees, staff and community groups.
4. Work closely and lead efforts with key horticulture and maintenance team members regarding display, installation and deinstallation.
5. Work far in advance with the Director of Development to provide all necessary materials to seek underwriting and funding to present exhibitions.
6. Partner with the special events/rentals department to leverage exhibitions to increase sales and revenue for the Gardens.
7. Supervise and train volunteers needed for exhibition-related activity.
8. Ensure a safe and excellent visitor experience.

Evaluation

1. Identify metrics prior to an opening to gauge success.
2. Measure and report on the success of each exhibition and make recommendations for improvements including analyzing the return on investment and mission value of all offerings.

3. Sphere of Responsibility

Works closely with all core exhibition teams as assigned. Be the lead on ALL exhibitions.

4. Internal and External Contact

Internal:

This position reports to the President/CEO. The Manager will be the key conduit between all staff members assigned to a particular exhibit and must be a detailed coordinator and executer.

External:

This position will interface with Board members, Board committees, companies, vendors, volunteers and key community partners and must be a great representative of the Gardens.

5. Consequence of Error

Exhibitions at Powell Gardens are key to growing audience and revenue. All exhibits must be completely thought out, clearly coordinated and executed to achieve these goals. Failure to create WOW displays and exhibitions through horticulture, art or other opportunities may result in shortfalls in the Gardens’s budget and a reduction in attendance.

Failure to adhere to the policies and procedures outlined in the Powell Gardens employee handbook will result in a verbal warning (first offense), written warning (second offense), and potential dismissal. Unethical behavior will result in immediate dismissal.

6.Experience/Education

Education	A four-year degree in Museum Studies, Design, Event Management, Public Gardens, Horticulture, Education or a related field. Master’s Degree preferred.
Experience	3+ years of prior experience coordinating major events, exhibitions and/or complex programs. Experience working with travelling exhibitions a plus.
Knowledge	Must be able to work with appropriate computer and communications equipment. Budget management and negotiation skills and a proven track record of generating revenue from events or another related program. High level long range planning and execution skills. Ability to multi-task and manage three to five years of exhibition planning at a time. Strong capacity to research and assess potential exhibitions, displays and designs.

Communications	This position requires excellent communication skills in person and an ability to work with and connect with a variety of people from all walks of life, varied ages, and with a range of abilities. The ability to talk to and engage with a variety of audiences on any level is required. Timely communication and follow-up with staff, volunteers, and the public is a must. Professionalism and confidentiality related to sensitive situations is expected at all times.

7. Work Environment/Physical Requirements

The ability to bend, kneel, and stretch, or sit for periods of time (or stand) and lift 20-30 pounds is required. Work hours for this position are primarily Monday through Friday 8 a.m. to 5 p.m., but evening or weekend hours may be required due to episodic program support needed, especially as it relates to major festivals and events. .

A combination of administrative tasks (indoors) and tasks elsewhere onsite are required—working indoors and outdoors will be periodically expected. Professional appearance and an ability to speak with the public will be required. This position requires the ability to remain in a stationary position up to 50% of the time; move about inside and outside the office to perform normal work duties; and move throughout a multi-facility work location.