



BROOKLYN CHILDREN'S MUSEUM

JOB DESCRIPTION

POSITION/TITLE:	Director of Exhibits
STATUS:	Non-Union, Exempt
SALARY:	\$80,000- \$90,000
DEPARTMENT:	Executive Team
SUPERVISOR:	Vice President of Exhibits and Education

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of its borough, BCM's programs and exhibits engage children between the ages of 2 and 10, and their caregivers, through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 130,000 square feet of indoor and outdoor space. Learn more about [BCM's Theory of Change, Diversity, Equity & Inclusion Plan](#), exhibits and programs at www.brooklynkids.org.

BCM believes that its exhibits and programs are most effective when they start with mutually generative engagement of Central Brooklyn communities. The Museum has identified community-engaged planning of programs and exhibits as a key aspect of its [6-year strategic plan](#), and currently has a series of grants to support this work. With that in mind, BCM is seeking to hire a Director of Exhibits to create a holistic vision for existing and future exhibits that draw on BCM's interdisciplinary assets, unique history and diverse communities.

The Director of Exhibits is required to work at least one weekend day from 9:30am to 5:30pm.

Position Summary

Brooklyn Children's Museum (BCM) seeks a Director of Exhibits to lead the exhibit team in the Museum's next phase of creative ideation and planning for new permanent exhibits, uplift of current exhibits, seasonal activations, and temporary installations. A key member of the senior management teams, the Director currently has two full-time direct reports, and one to two part-time maintainers. The Director is a highly collaborative position that requires effective leadership and participation on cross-functional teams, as well as frequent inter-departmental communication and cooperation. Successful candidates will be organized project managers; creative thinkers and problem solvers; strong verbal and written communicators; and dynamic team leaders. Ability to work with diverse audiences and willingness to interact with the public are essential. BCM seeks candidates who share our commitment to creating a respectful,

collaborative, purpose-driven and joyful work culture.

Management Responsibilities

- Lead all aspects of new temporary and permanent exhibition projects created in-house and with the support of outside contractors, including content development, physical design, interpretive text, and graphic design with BCM's interdisciplinary Education, Exhibits, and Collections teams.
- Identify innovative and unique exhibit opportunities and forge related partnerships and collaborations to activate BCM's indoor and outdoor space on a seasonal basis.
- Lead Exhibits department in identifying, shaping, executing, and evaluating core goals of the department and its functions on an annual basis.
- Manage departmental budgets and reporting, and oversee contracts with outside consultants.
- Engage in a range of activities related to museum-wide capital projects including architectural planning, programmatic design, space use, and function.
- Assume an active role as part of the senior management team in strategic planning, budgeting and other management-level decision-making.
- Oversee the management and ongoing maintenance for all exhibits including protocols related to resetting exhibits and sanitation practices on BCM's floor.
- Participate in professional activities and forums to represent the Museum, share exhibit innovations with the field and to maintain and deepen professional expertise and knowledge.

Qualifications

- Master's degree in museum studies, design, or related field preferred.
- 6+ years of relevant professional experience, with 2 years in a management role.
- Demonstrated knowledge, familiarity, and experience in hands-on, child/family-centered environments, with direct development, research and/or design experience.
- Experience developing content and creating written interpretation for intergenerational audiences.
- Demonstrated success leading diverse teams and managing projects.
- Demonstrated capabilities in strategic planning and budget management.
- Excellent written and verbal communication skills.
- Ability and desire to work collaboratively as part of a team, and openness to constructive feedback and exchange.
- Familiarity with Brooklyn a plus.
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox.
- Must be willing to wear a mask and comply with COVID safety protocols, and to be present in person in BCM's offices and on the Museum floor.

Schedule

The Director of Exhibits currently works 5 days per week, including at least one weekend day from 9:30am to 5:30pm, plus four additional weekend or weekdays (or a combination of half and full days) set by the employee in conversation with their supervisor.

Salary & Benefits

The annual salary for this role is \$80,000 to \$90,000 commensurate with experience. Full-time staff at BCM receive family health, individual dental and life insurance benefits at no charge to employees.

Apply

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] –DirectorOfExhibits” in the subject header. Applications will be reviewed on a rolling basis with priority given to those received on or before March 1, 2020. Only candidates selected for an interview will be contacted. No telephone calls, please.

Brooklyn Children’s Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.