



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

POSITION/TITLE:	Exhibits Coordinator
STATUS:	Part-time
DEPARTMENT:	Exhibits
SUPERVISOR:	Manager of Exhibits

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the fields of early childhood education and informal learning. Rooted in its Central Brooklyn community, the Museum's mission is to provide first cultural experiences for children and families that inspire curiosity, creativity, and lifelong love of learning. Brooklyn Children's Museum serves nearly 300,000 children and adults annually, and operates in a 125,000 square feet of indoor and outdoor space owned by the City of New York.

Position Summary

Brooklyn Children's Museum seeks to hire an experienced Exhibits Coordinator to assume responsibilities related to the oversight, upkeep, and maintenance of exhibits and the props within. This highly collaborative position reports to the Manager of Exhibits, and works autonomously and on teams with BCM's Collections, Education, Facilities and Visitor Experience departments.

Key Responsibilities

- Maintain (clean, launder, repair, replace) in-house and special exhibit supplies and props.
- Monitor supplies and props, and estimate needs to maintain appropriate inventory and replacement of consumables.
- Identify repairs and other exhibit needs on a weekly basis, with an eye toward visitor safety and experience and communicate needs to the Exhibits department.
- Design interpretation and graphics for exhibits in collaboration with Exhibits, Education and Collections teams.
- Create signage related to special exhibits and replacement graphics for permanent exhibits as needed.
- Support exhibit development and renovation processes including prototyping, observation, and front-end testing as needed.
- Perform other duties as directed by the Exhibit Developer and Exhibit Manager.

Preferred Qualifications

- Bachelor's degree preferred; alternately, candidates with an associate's degree and one year of related experience, or a high school diploma with at least three years of experience will be considered.
- Related experience in museums or similar environment requiring combined artistic, problem-solving, manual, and logistical skills.
- Design skills, including understanding of best practices in exhibit and publication design, and proficiency in Photoshop, InDesign and other design software.
- Excellent organizational skills; able to engage in a variety of projects simultaneously.
- Excellent written and oral communication skills and proven skill working in a professional environment.
- Working knowledge of building materials and techniques, plastics, metal work, electrical and electronics.
- Ability to research and specify materials, equipment, hardware, and props.
- Comfortable interacting with and communicating with museum visitors ages 0-8 and their caregivers.
- Ability and desire to work collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange.
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox.

Schedule

28 hours a week, including Sundays and Mondays from 9:30 am–5:30 pm. Other weekdays to be confirmed upon mutual agreement with supervisor.

Salary

\$23 an hour

Apply

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] –ExhibitCoordinator” in the subject header.

Applications will be reviewed on a rolling basis with priority given to those received by July 1, 2022 or before. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, 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.