

Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503

Job Posting
2/25/25

Job Title: Manager of Exhibits
Location: Sloan Museum of Discovery/Longway Planetarium
Department: Exhibits
Reports To: Executive Director of SMOD
FLSA Status: FT – Exempt
Pay Range: \$59,000 - \$69,000 annually, based on experience

GENERAL DESCRIPTION

The Manager of Exhibits leads a team to manage the design, fabrication, installation and maintenance of exhibits at Sloan Museum and Longway Planetarium. This includes long term exhibits in the galleries as well as temporary traveling exhibits and smaller specialty exhibitions like the community gallery and community case exhibits. This position directly supervises the positions of Exhibit Coordinator and Exhibit Tech Supervisor in performance of those duties. The Exhibits Manager works with the Executive Director, the Executive Team and the managers of other departments such as special projects and facilities, education, collections, and planetarium to implement exhibits. The Exhibit Manager also is responsible for outside vendor relationships for exhibit projects.

RESPONSIBILITIES

**Job Description
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Qualifications:**

- Take direction from Executive Director and coordinate with Director of Business Operations and Director of Education and Outreach for project completion.
- Coordinate with vendors, obtaining quotes, arranging schedules and providing gallery access.
- Create and manage project timelines, schedules and deadlines.
- Directly manage including hire/discipline/reviews/delegation the Exhibits Coordinator and Exhibit Tech Supervisor.
- Lead exhibits team consisting of the mentioned coordinator/supervisors as well as their direct reports.
- Conduct, supervise, and insure training of department staff in department specific workplace rules and equipment use.
- Create and manage Exhibits annual budget with Executive Director and Director of Business Operations, using inputs from internal departments.
- Coordinate with Director of Business Operations and FCCC IT Services on IT systems and IT building integration in regards to exhibit items.
- Schedule routine inspections and repairs of exhibits in coordination with Exhibit Tech Supervisor.
- Supervises, reviews and maintains service and maintenance logs on exhibits.
- Participate in weekly departmental manager’s meetings.
- Participate on internal committee deciding traveling exhibits.
- Lead and participate on Core Exhibit team internal meetings.
- Work with appropriate managers and content experts to design, fabricate, install and maintain exhibits.
- Prepare monthly reports for Executive Director and occasionally reports for Board of Directors meetings and Board Committee meetings.
- Assist other departments/teams with museum wide events.
- Participate in weekly managers and other staff meetings.
- Oversee and accomplish assigned departmental goals in the strategic plan.
- Maintains regular and prompt attendance at work.

- Displays professional and respectful behavior to all persons in the workplace.
- Follows organizational policies and procedures.
- Other duties may be assigned.

QUALIFICATIONS/SKILLS

- College or university degree in an exhibit or museum related field preferred.
- 3+ years' experience in leading major exhibit projects such as gallery and individual exhibits design, fabrication, installation, improvements and exhibit upgrades of both long term and temporary exhibits.
- 3+ years' experience in exhibit lighting and lighting systems.
- Proficient in Microsoft Word, Excel, and CAD software.
- Excellent organizational, presentation, and interpersonal skills.

To Apply: Applications must be submitted through the job posting at <https://fcccorp.org/pages/index.php?title=openings/>

The Flint Cultural Center Corporation is an Equal Opportunity Employer