While managing content development and research for the Museum’s core and special exhibitions is fundamental to our organization’s mission to remember the nearly 3,000 victims of the 9/11 attacks and all those who risked their lives to save others, we are entrusted with sustaining public-facing experiences that tell the story of 9/11 and the attacks’ ongoing ramifications thoughtfully and compassionately.

The Director is part of the Exhibitions department, which imagines and actualizes 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 historians, media specialists, project managers, registrars, conservators, educators, and production colleagues to create exhibits that meet curatorial goals and design intent. This position will also manage project budgets, schedules, and contracts for any content-related projects.

This is a full-time position that reports to the Senior Vice President for Exhibitions.

**ESSENTIAL FUNCTIONS**

- Directs the overall content identification, research, tracking, and archiving for 9/11 Memorial Museum core, temporary, and traveling exhibitions.
- Coordinates cross-departmental exhibition rotation meetings and schedules.
- Ensures thorough tracking and dissemination of information related to exhibition resources under consideration or selected for exhibition, including record in the asset management database.
- Manages development of exhibition scripts, including writing, copyediting, style guide adherence, and documentation of final interpretive copy.
- Works with colleagues to ensure factual accuracy of script and assets.
• Manages rights and reproductions licenses for non-collection assets, in coordination with the General Counsel’s office.
• Facilitates the work of graphic producers, physical designers and fabricators, and media designers and producers with appropriate script and asset information; review design, production, and installation to ensure fidelity to narrative intent.
• Prepares and provide exhibit-related materials for other internal stakeholders, including Communications, Education, Institutional Advancement, Marketing, Operations, Public Programs, and others as requested.
• Under the direction of the SVP for Exhibitions, provides input into overall Exhibition department calendar, staff assignments, and resource allocation.
• Assists with other exhibition planning and implementation tasks and special projects as requested.
• Supports other project management responsibilities as they arise.

VOLUNTEER REQUIREMENT
• Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
• Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT
• 5-7 years of experience in a museum preferred
• Overall understanding of exhibition development from concept development through installation
• Knowledge of exhibition content delivery systems, including two- and three-dimensional display techniques and media display techniques
• Excellent communication, research, and organizational skills
• Methodical and attentive to detail
• Experience with database management and familiarity with a range of computer programs, including the Microsoft Office suite
• General knowledge of September 11, 2001, and February 26, 1993, events a plus

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 911mmexhibitions@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 sit, talk, listen, use hands to type data, touch, feel, reach with hands and arms, and dial the telephone. The employee is also required to stand and walk. Vision requirements include close, distance, peripheral vision, depth perception and ability to adjust focus.

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 usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

- 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.
- This document is a communication tool and not intended as a written or implied contract of employment.