EXHIBITION PRODUCTION COORDINATOR

JOB TITLE: Exhibition Production Coordinator
DEPARTMENT: Museum
REPORTS TO: Director of Exhibition Production

POSITION OVERVIEW:
The 9/11 Memorial Museum’s exhibitions chronicle the events of 9/11, the related global events that preceded the attacks, their aftermath, and their ongoing legacy. The exhibition production coordinator works with a project team providing support to maintain these exhibitions and designs and installs new exhibitions. The coordinator provides coordination between design, fabrication, and installation, and ongoing maintenance and quality control reviews of the existing exhibitry. This position will require some early morning or evening hours for installation and maintenance work. This position reports to the director of exhibition production.

ESSENTIAL FUNCTIONS:

- Documents and coordinates physical exhibition installations and long-term maintenance projects including gallery space improvements, casework, furnishings, mount making, lighting, and graphics
- Reviews construction document revisions and answers requests for information from exhibition designers, fabricators, and other consultants
- Supervises on-site installations and special maintenance projects including coordinating schedule, resources, staffing, vendors, and consultants, to ensure project is completed on time, within budget, and to specifications
- Develops and maintains installation guides; maintains archive of milestone deliverables for exhibition design, fabrication, and installation consultants
- Assists the Museum’s in-house exhibition designer including researching material specifications and creating design mock-ups and prototypes
- Supports contract management for external designers, fabricators, printers, and installers
- Coordinates with Collections, Buildings and Grounds, and other internal departments at the Museum regarding exhibition maintenance
• Maintains material and design sample collections, work room inventory, and back of house spaces
• Manages special projects, and performs other duties, as assigned

ADDITIONAL REQUIREMENTS:
• Participate in the annual 5K fundraiser and September 11 commemoration, as assigned
• Assist with other special projects and events in support of the 9/11 Memorial & Museum, as assigned

QUALIFICATIONS/SKILL REQUIREMENTS:
• Bachelor’s degree in liberal arts, museum studies, design, fine arts, industrial arts or equivalent relevant experience preferred
• At least one year of general office experience
• Previous work experience in museums or cultural institutions beneficial
• Familiarity with construction and basic hand tools
• Excellent communication and organizational skills
• Methodical and attentive to detail
• Design and graphic production skills or willingness to learn
• Familiarity with a range of computer programs, including the Microsoft Adobe Creative Suite. Experience with design and construction software such as vectorworks, CAD, Revit, and SketchUp desirable.
• General knowledge of September 11, 2001 and February 26, 1993 events helpful

HOW TO APPLY
• Include job title in the email subject field
• Please state the location where job posting was seen
• Send cover letter and resume to 911mmexhibitionsjobs@911memorial.org

The National September 11 Memorial & Museum at the World Trade Center Foundation, Inc. is committed to workforce diversity. EEO.