POSITION DATA
JOB TITLE: Director of Exhibition Production
DEPARTMENT: Exhibitions
REPORTS TO: Senior Vice President, Exhibitions

POSITION OVERVIEW
The Director of Exhibition Production is responsible for maintaining the exhibition environments in the Museum that supports the 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. This position is entrusted to sustain 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, ensures their daily integrity and performance, and plans for future use and relevance for Museum visitors.

This position manages the 2D and 3D production division of the Exhibitions department, working closely with content developers, media specialists, project managers, registrars, conservators, and facilities and operations colleagues to plan and install exhibits that meet curatorial goals and design intent. This position will also manage project budgets, schedules, contracts, and oversight of on-site work of external vendors including designers, fabricators, installers, union trade workers, lighting specialists, and others. The position may require early morning or late evening hours for installation, maintenance, and periodic reviews, as needed.

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

ESSENTIAL FUNCTIONS:
• Defines and oversees overall production for exhibition design, fabrication, installation, and close-out as well as maintenance of installed exhibitions.
• Manages design, production, and exhibition maintenance staff and consultants.
• As production manager for exhibitions, coordinates with Museum Programs divisions as necessary to ensure a fully and sustainable installation—including supporting Collections’ specifications for artifact treatment and security.
• Liaisons with the departments of Buildings & Grounds, Operations, Security, and Visitor Services.
• Provides input into overall Exhibition department calendar, staff assignments, and resource allocations.
• Contributes the drafting and execution of RFQs, RFPs, and exhibition contracts for design, fabrication, production, and subconsultant services.
• Ensures the maintenance of project documents, including graphic files, drawing sets, final deliverables, and as-built.
• Works with the SVP for Exhibitions to monitor the operating and capital budgets as they pertain to physical production; provides project estimates and monitors individual project budgets.
• Manages special installations as assigned.
• 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**
• Minimum of 5-7 years’ experience in a museum, gallery, or design firm setting, working on exhibitions.
• Experience overseeing design and production projects required.
• Proficiency reading design and construction documents.
• Excellent communication, research and organizational skills.
• Methodical and attentive to details.
• Familiarity with a range of computer programs, including the Microsoft Office suite and design and construction software such as Vectorworks, CAD, SketchUp, and Adobe Creative Suite.
• Experience with procurement and budget management.
• General knowledge of September 11, 2001 and February 26, 1993 events helpful.

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.

HOW TO APPLY:
• Include job title in the email subject field.
• Please indicate the location where job posting was seen.
• Please submit a resume and cover letter to 911mmexhibitionsjobs@911memorial.org
• Please visit our website at www.911memorial.org.

• 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.