

Exhibitions Coordinator

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA, 01505, (508) 869-6111

Direct Manager:	Manager of Exhibitions		
Department/Group:	Education	Job Category:	Non-exempt, Permanent, Full-time
Location:	Boylston, MA	Travel Required:	Yes, local
Salary or Rate Range:	\$19.24-\$20.99/hour	Apply at:	https://bit.ly/nebg-jobs

The Exhibitions Coordinator is expected to carry out the responsibilities of the job in ways that support NEBG at TH's mission and to its commitment to creating a diverse and welcoming organization.

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns

Responsibilities

- Work with the Manager of Exhibitions to execute an annual calendar of 10-20 indoor and outdoor seasonal exhibitions.
- Assist with the fabrication, planning, installation, maintenance, and deinstallation of gallery and outdoor exhibits as directed by the Manager of Exhibitions.
- Assist with keeping up with trends in public gardens, museums, and the arts and research new artists and exhibit ideas.
- Assist with developing exhibit interpretation and labels, including research, content writing, design and layout, printing, and installation.
- Independently complete administrative duties to support current and future exhibits, including communicating internally between departments and externally with artists and vendors, arranging planning meetings, preparing agendas, taking meeting notes, preparing checklists, and assisting with processing and submitting invoices and check requests.
- Assist with exhibit registration duties, including generating artwork loan documents, condition reporting, updating contracts, and tracking, preparing, and updating exhibition paperwork and databases.
- Communicate with other departments to coordinate and discuss exhibit logistics such as lighting, fabrication, installation and deinstallation, and artwork placement.
- Work with the Manager of Exhibitions and Manager of Public Events to develop a yearly schedule of events that support exhibitions and assist with exploring ways to engage the community through community-focused exhibits or exhibition-related events.
- Support exhibition-related programming during events as needed.
- Assist with the management of traveling exhibitions, including scheduling, contracts, maintenance and conservation, packing and shipping artwork, marketing, and sharing educational materials.
- Assist with all aspects of opening and running a seasonal butterfly house including research, planning, permitting, staffing, and training.
- Perform additional duties and responsibilities as assigned.

Exhibitions Coordinator

Interpersonal Relations

- Ability to build working relationships and deal respectfully with a diverse community of volunteers, community partners, visitors, and staff while exercising cultural literacy and inclusion.
- Ability to resolve and present a calm and composed demeanor in difficult customer service situations.
- Ability to collaborate, communicate effectively, and follow up with other departments to acquire information needed for exhibit planning and execution.
- Ability to effectively solve problems and troubleshoot issues independently and escalate problems as necessary.
- Ability to work independently or as a part of a team to achieve personal and shared goals.
- Ability to maintain a positive attitude and be an ambassador for New England Botanic Garden.
- Consistently responsible, reliable, and punctual.
- Willing to give and receive feedback and cooperate with staff to solve problems.
- Commitment to New England Botanic Garden's mission and demonstrated interest in creating exhibits that inspire joy and foster a connection with plants and the natural world.

Qualifications

- Self-starter with the ability to think critically and strategically to anticipate and complete job tasks.
- Experience prioritizing workflow to meet deadlines and appropriately managing time and schedules.
- Demonstrated ability to coordinate and execute multiple projects at the same time.
- Ability to use clear, effective written and spoken communication.
- Adaptable and flexible; can shift gears comfortably and embrace change.
- Ability to keep detailed records, stay organized, and execute written and verbal communications thoroughly and accurately.

Schedule

The Exhibitions Coordinator is an hourly, full-time position and is non-exempt from overtime. The standard work schedule for this position is 40 hours per week not including a daily 30-minute unpaid meal break. This position requires flexibility including the ability to work occasional weekends and evenings as needed. Work is generally performed indoors with the exception of exhibit installation and maintenance, which may be conducted outdoors in all weather conditions.

Education and Experience

- High School diploma or GED.
- At least one year of relevant work experience or a bachelor's degree in art, museum studies, education, exhibitions, or a related field.
- Experience or schooling in developing art or science exhibits and writing and designing interpretive content preferred.
- One or more years of exhibit coordination or fabrication experience in a professional setting a plus.
- Experience working in a non-traditional educational environment such as a public garden, museum, or nature center is a plus.
- Aptitude for learning new software systems.
- Proficiency in Microsoft Office and Microsoft Teams, and a strong working knowledge of Adobe Suite graphic design programs.
- Experience with one or more art mediums is a plus.

Physical Demands / Working Conditions

- Must be able to lift 25 pounds and work outdoors as required.

Exhibitions Coordinator

- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Must be able to work with appropriate computer and communications equipment.
- Must be able to sit or stand for four hours or more.
- Must be able to work outside as necessary for more than four hours.
- Must be able to use standard office communications equipment.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG at TH property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.