

## Position Description

**Position title:** Exhibit Designer

**The Mission of MIM:** The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

**Position Description:** The exhibit designer assists in planning, designing, and installing exhibitions from conceptualization to implementation. This position is responsible for coordinating, tracking, and implementing the exhibit design process to achieve project goals and support the curatorial and collections department. The exhibit designer reports to the deputy director/chief curator and is part of the Curatorial and Collections team.

### Responsibilities

- Designs exhibit layouts for permanent displays with a clear, coherent, and unified visual presentation.
- Produces measured drawings and instructions for exhibit fabrication, mount production, and installation.
- Collaborates with curators, registrars, conservators, mount makers, and multimedia team members to integrate design and content into a cohesive exhibit for museum guests.
- Prepares, maintains, and updates two-dimensional drawings.
- Participates in Design Review Meetings (DRMs) and assists with the documentation and organizing of DRM photos.
- Prepares drawings for curatorial, conservation, and design review.
- Produces mount packages and drawings to disseminate to collections team members for installation purposes.
- Communicates and assists the deputy director/chief curator as needed with design projects throughout the museum in collaboration with other departments.
- Coordinates with designers, vendors and other team members in establishing and maintaining consistency of design elements throughout the museum and ensuring the overall visual presentation of exhibits.
- Works closely with mount makers in creating clean, sturdy, safe, and uncluttered displays and with other team members in installing mounts, artifacts, and exhibit elements during the installation period.
- Maintains workflow according to project schedules, with a variety of tasks and deadlines.
- Communicates with and coordinates information flow and progress among various team members effectively.

- Assists in uploading drawings to TMS (The Museum System) and Piction databases as needed.
- Maintains spec books and materials library to document projects.
- Assists with other duties and projects as needed.

## **Qualifications**

- Bachelor's degree required. Applicants should have educational background in at least one of the following fields: environmental design, industrial design, exhibit design, architecture, interior design, or graphic design
- Self-starter with excellent time-management and communication skills
- Knowledge of graphic and interior design principles, and production techniques
- Experience in the various stages of the design process, including conceptualization, design development, and construction documents
- Highly organized and efficient, with the ability to prioritize multiple projects and design tasks in a deadline-driven environment
- Thorough in documenting work and tracking progress with precision and detail
- Proficiency in Adobe Creative Suite and AutoCAD. Knowledge of SketchUp a plus.
- Sketching and hand-rendering skills are a plus
- Ability to work with curators in designing displays that are true to the intent of the artifacts
- Must excel in a team environment

Qualified candidates can apply by clicking on the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&jobId=78906&lang=en\\_US&source=CC3&ccId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&jobId=78906&lang=en_US&source=CC3&ccId=19000101_000001)