

Job Description

Position Title: Associate 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 Summary: The Associate Exhibit Designer assists the Exhibit Designer in planning, designing, and installing exhibitions from conceptualization to implementation. This position is responsible for tracking and implementing aspects of the exhibit design process. The Associate Exhibit Designer reports to the Exhibit Designer and is part of the Curatorial and Collections team.

Duties and 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 the exhibit designer, exhibit manager, curators, registrars, conservators, and preparator 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
- Produces exhibit components including object labels, graphic rails, and AV labels
- Assists with spatial and graphic design projects throughout the museum in collaboration with other departments
- 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: exhibit design, graphic design, environmental design, industrial design, architecture, or interior design
- Self-starter demonstrating initiative, flexibility, and resourcefulness
- 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
- Ability to work with curators in designing displays that are true to the intent of the artifacts
- 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 is a plus
- Sketching and hand-rendering skills are a plus
- Able to work both independently and with supervision
- Must excel in a team environment

Culture and Benefits:

Team members at MIM enjoy their work experience and are cared for with options for medical and dental insurance, life and disability insurance, and a matching 401(k) retirement plan – and many more benefits such as discounts to fun events! Many of our team members have grown with MIM for many years and received promotions.

For more information please visit our website at www.mim.org

Qualified candidates can submit a resume and cover letter via the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&ccId=19000101_000001&jobId=412795&source=CC2&lang=en_US