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<b>Title of Position *</b>	Exhibit and Special Projects Coordinator, Full-time
<b>Institution *</b>	Fort Worth Museum of Science and History
<b>Position Location: City &amp; State *</b>	Fort Worth, TX
<b>Position Closing Date</b>	<u>Friday, September 1, 2017</u>

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<b>About the Institution</b>	Our Mission Dedicated to lifelong learning and anchored by our rich collections, the Fort Worth Museum of Science and History engages our diverse community through creative, vibrant programs and exhibits interpreting science and the stories of Texas and the Southwest.
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<b>Institution Website Address</b>	<a href="http://www.fwmsh.org/exhibit-and-special-projects-coordinator">http://www.fwmsh.org/exhibit-and-special-projects-coordinator</a>
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### Summary of Responsibilities

Basic Function and Responsibilities including but not limited to:

- Coordinate all aspects of the institution's exhibit development activities and assures all stakeholders are involved in the process including curators, designers, educators, marketing, public affairs, development and operational teams
  - Coordinate active on-site traveling exhibition program which includes three to six exhibits and six to 10 collections displays (niches) per year and including all related activities involved with exhibition budgets, contracts, staff communication, design enhancements, logistics, set-up and take-downs
  - Support contract management for all out sourced services including designers, fabricators and installers
  - In coordination with Museum Development Team, research and recommend opportunities for sponsorship / marketing opportunities in conjunction with temporary / traveling exhibitions
  - Serve as point person on all correspondence with exhibit lessors
  - Work closely with the Design Team to assure effective interface with design in all projects
  - Work with museum staff on developing new exhibition ideas and continual improvement of current exhibition areas
  - Serve as project manager on complex museum-wide projects that may fall outside the scope of exhibitions
  - Work with exhibit technicians from the museum's Operations Center when needed to help SQS for all of the museum's permanent and temporary exhibits
  - Prepare monthly reports of departmental activities
  - Develops and maintains installation guides; maintains archive of milestone deliverables for exhibition design, fabrication, and installation consultants
  - When appropriate, offer exhibit-specific training to museum guest services and other floor staff
  - Support the fabrication / installation teams when necessary
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**Required Qualifications**

## Qualifications:

- Experience in exhibition development, research and fabrication
- Degree in museum studies, design, management, science, history or related field preferred
- Leadership qualities including good communication and organizational skills, knowledge of organizational dynamics, ability to work well in group settings
- Progressive, innovative attitude
- Team-oriented perspective and a philosophy that honors the viewpoints and skills of others who participate in exhibition development

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**Compensation**

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**Apply at this Website:**<http://www.fwmsh.org/exhibit-and-special-projects-coordinator>

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**Apply with this email:**

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**Special Instructions to Apply:**

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