Job Summary:

The Exhibits Manager will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. In addition to responsibility for permanent, temporary, and traveling exhibits at KHS’s three sites—the Thomas D. Clark Center for Kentucky History, the Old State Capitol, and the Kentucky Military History Museum, the Exhibits Manager will be integral to cross-functional and cross-departmental teams that support the organization’s facilities and programming.

The Exhibits Manager position requires a multi-talented individual with demonstrable experience in exhibit fabrication, specialty construction, cabinet making, graphics production, theatrical technical/set construction, or related skills. The ideal candidate brings a sense of curiosity, imagination, problem-solving skills, creativity, and attention to detail to the position.

Essential Duties and Responsibilities:

- Responsible for the construction, repair, maintenance, and lighting of exhibits (permanent, temporary, and traveling) at the Kentucky Historical Society campus locations.
  - Designs and produces materials used in exhibitions and interpretive education programs, including interactive components.
  - Ensures that the exhibition galleries are safe, clean, and in good working order.
  - Maintains the design integrity of permanent exhibits and keeps all permanent and temporary exhibits functioning daily.
  - Supports the ongoing maintenance and movement of all KHS permanent and temporary exhibits, including exterior features and banner.
  - Responsible for operating within the established budgets for exhibition development and maintenance. Arranges the purchase of supplies and equipment as established in approved budgets.
  - Supervises staff, volunteers, and/or temporary staff in all aspects of the KHS fabrication shop. Oversees the maintenance and operation of KHS fabrication equipment and resources. Maintains a safe and clean shop area.
• Works in collaboration with other departments to plan and coordinate all activities, including, but not limited to facilities, security, rentals, events, artifact rotations, temporary displays, etc.
  o Assists other KHS departments in the areas of facilities set-up, special events, repairs, moving, and storage.
  o Coordinates with KHS Experience Development Administrator and Curatorial staff on exhibition set-up, artifact rotation, maintenance, gallery signage, and graphics.
  o Assists in preparing artifacts for exhibits including but not limited to designing and creating artifact mounts and moving artifacts from storage.
  o Assists facilities, safety, and security staff as needed.
• Works with outside vendors and suppliers to coordinate the timely delivery of services, materials, and goods related to projects.
• Other duties as required, including relevant professional and individual staff development activities.

Qualifications:
• **Education/Experience** – Minimum 2 years of professional experience with cabinet making, finish carpentry, specialty construction, or similar skills. Experience with museum or gallery installation processes required. Technical or vocational degree or certificate required. A Bachelor of Arts degree or Bachelor of Fine Arts degree in a related field is a plus.
• **Communication** – Requires the ability to conceptualize and then effectively communicate the design of exhibition components to KHS colleagues. Requires the ability to write and communicate in an effective and efficient manner with staff, volunteers, and outside vendors.
• **Computer Skills** – Outlook, Word, Excel, Office 365, and Teams use required. 2D and 3D design software familiarity and skills are desirable.
• **Organization Skills** – Must have strong organizational and administrative skills and the ability to work collegially with staff across the organization. Must be able to manage a project from concept to completion.
• **Special Requirements** – Requires some degree of design and construction skills, including advanced knowledge of the following: hand and power construction tools, woodworking, acrylic tooling, finish applications, graphics mounting, and exhibit lighting techniques. Working knowledge of graphic software and basic a/v equipment operation is desirable. Must have a valid driver’s license.
**Working Conditions:**
- **Working Environment:** Must be willing to work some evenings, weekends, and occasionally travel.
- **Physical Demands:** Must be able to maintain a stationary position, lift or move heavy objects, or work in uncomfortable positions for extended periods. Occasionally ascends/descends a ladder. Must maintain a valid driver’s license and drive licensed vehicles including cargo vans.

**Competencies/Behavior Dimensions:**
- **Passion for Kentucky History:** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- **Service Focus:** We value our role in serving the public and work to ensure those services are exemplary.
- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible.
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.
- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.
- **Behave Ethically:** Understand ethical behavior and KHS Policies and Procedures and ensure that your behavior and the behavior of others are consistent with these standards.
• **Build Relationships**: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.

• **Communicate Effectively**: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

• **Foster Teamwork**: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

• **Make Decisions**: Assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the best interests of the KHS.

• **Organize**: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

• **Plan**: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.

• **Solve Problems**: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and/or resolve the problem.

**Direct Reports:**

Preparator Position No. 30019780