

Explora Job Description

Group: Exhibits, Exhibitions and Environments (Exhibits)

Position: Exhibit Designer

Reports to: Director of Exhibits, Exhibitions and Environments

FLSA status: 40 hours per week, full-time; exempt; starting salary \$49,000 with 100% employer-paid health insurance premiums and additional benefits



Position Summary:

The Exhibit Designer at Explora will draw on a wide range of skills and will work independently and as a member of the Exhibits team to design and document exhibits, exhibitions, galleries, and other spaces. The position is responsible for producing a wide range of 2-d and 3-d presentation materials, including renderings, floorplans, parts and assembly drawings, constructions drawings, models, and mockups. The Exhibit and Exhibition Designer must have the capacity to support the exhibits team in all phases of a project and be able to effectively communicate with internal and external partners, including architects, educators, designers, STEAM professionals, visitor experience experts, managers, funders, and others.

Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from candidates of color.

Essential Duties and Responsibilities:

- Work with an interdisciplinary team to develop comprehensive designs and documentation packages for exhibits and exhibitions, graphics and labels, interactive elements, and unique environments for impactful visitor engagement.
- Encourage exploration of ideas and collaborate in creative brainstorming in the research and development phases. Maintain openness to rapid iteration and short-term problem solving as well as long-term vision development.
- Conduct research to inform design work and interpret the vision and objectives for an exhibit.
- Design exhibit layouts and features that are experiential, engaging, and accessible to diverse audiences.
- Suggest methods, materials, and techniques for exhibit and exhibition fabrication.
- Create and communicate original conceptual design ideas for temporary and permanent exhibit using descriptions, models, drawings, computer renderings, and other media. Be comfortable and confident working in 2D and 3D design environments, both digital and physical.
- Develop concepts into 3D exhibit experiences. After receiving feedback, develop final designs with dimensions and notes to build by, including floor plan, lighting, design detail, section drawings, color schemes, and labels/graphics. Ensure that final designs bring the team's vision to life.
- Contribute to prototyping efforts for exhibit concepts to determine functionality and feasibility.
- Evaluate components and rework or alter models or parts as required to ensure they meet exhibit and safety standards. Apply creative problem solving to unique exhibit interactive and multimedia projects.
- Work with exhibit fabricators, graphic designers, technology specialists, and other internal or external partners to execute production from conceptual stages through to construction documentation, installation, and beyond.
- Develop and maintain appropriate documentation of exhibit design information, including concepts, specifications, final drawings, and graphics for team project files.
- Ensure efficient coordination, timely completion, and high quality of assigned projects.
- Maintain positive and cooperative communications and collaboration with all levels of employees, guests, contractors, and vendors. Follow up with individuals as appropriate.
- The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Explora maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- At least two to four years of experience in exhibition design, industrial design, scenic design, or architectural design
- Knowledge of construction techniques, fabrication skills, materials, and project management
- Experience with AutoCAD, Vectorworks, Rhino, and/or 3ds Max
- Strong organizational and design presentation skills
- Good communication skills and ability to function as part of a team

- Ability to handle multiple projects simultaneously and meet deadlines
- B.A. degree in exhibition design, industrial design or equivalent field of work. MFA or MArch preferred
- Museum exhibition design experience preferred
- Portfolio submission required

Functional Work Characteristics:

- Requires sufficient skills to work in a business and workshop environment, including organizing, coordinating, exercising daily decision-making, analyzing, interpreting, and communicating interpersonally.
- Requires effective eye-and-hand coordination and manual dexterity
- Requires standing and walking approximately 50% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing

Work Conditions:

- Most essential duties are performed in the exhibit studio, shops, equipment rooms, and outside and include equipment and other materials normally found in such work settings.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- May occasionally require lifting of various materials and equipment to a maximum of 25 pounds
- Some work takes place on the museum floor during open hours.

Employment Screening and Compliance:

- Position may require a person to be bonded.
- Individual may be required to complete a medical examination and background check.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers.
- Employee must maintain a current and valid New Mexico driver’s license to perform work duties as this position requires activities that necessitate travel by motor vehicle, whether in a personal or company car.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature	Date signed
Director signature	Date signed

Explora Science Center & Children’s Museum is an equal opportunity employer