

EXHIBITION DESIGNER
The Columbus Museum
1251 Wynnton Road
Columbus, GA 31906

The Columbus Museum seeks an Exhibition Designer to prepare and supervise the Museum's installations—permanent collection galleries and displays, temporary exhibitions, hands-on experiences, outdoor signage, and internal interior design needs. Duties include the creation, implementation, and management of budgets, schedules, designs, layouts, and graphics for such installations. The Columbus Museum stewards both a collection of American art and a collection of historical objects related to the Chattahoochee Valley. The Museum's grounds include the Bradley Olmsted Garden, designed by the Olmsted Brothers firm in the 1920s for homeowner and noted industrialist W. C. Bradley.

The Exhibition Designer reports to the Director of Curatorial Affairs. The Exhibition Designer's responsibilities include, but are not limited to:

- Managing the museum Design team: supervising two exhibit Preparators and overseeing the installation and maintenance of all permanent and temporary exhibits of art and historical artifacts.
- Planning and implementing all permanent and temporary exhibitions, as well as other projects, in close consultation with the museum curators; also consulting and working with Graphic Designer, educators, members of the Marketing and Development departments, and other staff as appropriate.
- Designing all aspects of exhibitions: layout, paint colors, ancillary graphics, labels, text panels, lighting, and design of any specialty display cabinets as needed.
- Coordinate the production of wall text, labels, and other exhibition-related signage.
- In consultation with the Exhibitions Manager and the Collections Manager, creating and overseeing the exhibit installation schedule for the museum.
- Manage the museum's longer-term display spaces, scheduling and prioritizing object movement and special projects, with cross-departmental coordination.
- Schedule and lead weekly meetings with the Design team to review the status of upcoming projects and update project schedules.
- Responsible for creating yearly detailed budgets and making purchases for the Design team and exhibition installations.

The position requires an organized, multi-task-oriented, creative problem-solver who thrives in a fast-paced work environment overseeing a complex schedule of installations and other design/construction projects. The ability to work as a member of a team is essential. The incumbent must be able to communicate visual ideas to appropriate colleagues, both verbally and in the form of analog drawings and/or digital images.

Education, experience, and skills

Bachelor's degree in exhibition design, interior design, architectural design, graphic design, fine arts, or closely related field. Master's degree preferred.

3–5 years of professional experience in a design capacity. Supervisory experience preferred.

Strong portfolio in exhibition design or related field such as interior design.

Proficient understanding of computer applications to include Microsoft Office applications and Adobe Creative Suite (Acrobat, Illustrator, InDesign, Photoshop).

Proficient in 3D CAD software. SketchUp proficiency preferred.

Ability to create detailed plans using computer-aided design (CAD) software to produce 3D images, produce conceptual drawings, floor plans, elevations, shop drawings, and models.

Must be capable of multi-tasking and flexibility while meeting deadlines and short timelines.

Experience developing cost estimates and bid specifications.

Ability to relate works of art and historical artifacts to appropriate design schemes across time periods.

Ability to lift and carry equipment, handle fragile artifacts without damage, and assist physically with the installation of exhibits when needed.

Knowledge of architectural principles and construction management to coordinate gallery renovations.

Knowledge of materials (lighting, fabrics, video, audio, computers and other exhibition-related equipment) and appropriate resources to order necessary items and services.

This is a full-time position that offers a competitive salary and benefits. The salary range is \$48,000.00 to \$52,000.00 per year. Interested applicants should submit a cover letter, resume, and the names of three references to curatorial@comuga.org by August 25, 2024. The Columbus Museum is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.