



Detail Opportunity

Detail to Exhibits, Exhibits Specialist - National Postal Museum

About the Job:

Under the general supervision of the Director of Exhibits, the detailee will work in the Exhibits Department serving as the primary manager for exhibit operations and as a key point person for internal and external coordination for exhibition projects including planning, fabrication, and installation. S\He coordinates the planning and implementation of gallery change-overs; assists as necessary in preparing graphic files for production; collaborates with cross-departmental teams working toward design and installation deadlines; and ensures smooth, consistent operations for all exhibition gallery's. The incumbent of reports to the Director of Exhibitions and may, at times, directly or indirectly. monitor the performance of staff from central SI support services, contractors, and vendors.

Major duties

Oversees exhibit operations, maintenance, and repair for all NPM galleries, with related duties including but not limited to:

- Directly overseeing and reviewing all operational functions and repairs to ensure seamless function of all exhibits, AV, and interactives
- Maintaining and updating exhibit lighting, AV, and controls
- Directly and independently completing maintenance and repairs, troubleshooting and problem-solving as needed
- Ensuring that all equipment in the Exhibits Workshop remains in good working order
- Engaging and overseeing contractors providing operations support and other exhibit-related services, such as loading/unloading, installations/de-installations, maintenance and repairs, or other related work.
- Appropriately using SI spending authority concomitant with each project
- Solving display issues

Oversees production and installation of museum graphics and signage, with related duties including:

- Producing and/or modifying graphics templates and computer files
- Producing and mounting exhibit graphics with in-house resources as is feasible
- Engaging and overseeing contractors providing graphic design and/or production services

Serves as Primary Point of Contact (PPOC) and/or Contracting Officer's Technical Representative (COTR) on exhibit design/development, production, installation, and maintenance/repair initiatives with related duties including but not limited to:

- Drafting scopes of work, soliciting quotes, and overseeing contractors
- Providing key input for planning, managing, and tracking exhibit projects, budgets, schedules, and operations



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- Contributing to design reviews to ensure effective and cost-efficient exhibits
- Advising on design and fabrication options including AV and multimedia
- Inspecting produced components for quality of workmanship and compliance with project requirements and specifications
- Providing hands on expertise in the installation of exhibits components, including at times, artifacts, casework, lighting systems, and other display or activity components

Performing other related duties as reasonably requested and needed for the Exhibits and other NPM departments, which may include overseeing and /or guiding the work of others

The length of the Detail can be up to 120-days as agreed upon by both organizations with the possibility of extension.

Knowledge and Experience:

- Extensive and flexible skill in all areas of exhibition operations, maintenance and repair
- Experience as a COTR and/or departmental point person for a range of fabrication, installation, AV, operations, and/or maintenance contracts
- Experience working with a variety of exhibition materials and production techniques such as woodworking, metalworking, cabinetmaking, matting and framing, plastics and/or other materials used for exhibit fabrication
- Skill in safe storage and use of materials and supplies used in exhibition repair and fabrication
- Specialized skill using various hand tools and power tools including an ability to expertly and safely use and maintain various types of equipment commonly found in an exhibit workshop
- Knowledge of graphics materials and production techniques
- Experience working with exhibition media, AV, computer interactives, and control systems
- Ability to assess exhibit design solutions for cost-effectiveness, durability, craftsmanship, safety, operations and maintenance
- Ability to work independently after initial instruction has been provided.
- Ability to be innovative and flexible in helping meet exhibit department needs
- Excellent oral and written communication skills.

Grade Level: IS 11

Must have at least one year of experience at or equivalent to the IS-9 or 11 level.

How to Apply:

Please submit your resume to heitel@si.edu with "NPM Exhibit Detail" in the subject line. The submission deadline is Friday, July 30, 2021.

We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization.