



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Senior Exhibit Designer	
Position Number	Community	Division/Region
71-3506	Yellowknife, NT	Culture and Heritage / HQ

## PURPOSE OF THE POSITION

The Senior Exhibit Designer is responsible for the management of the Exhibit Design Program for the Prince of Wales Northern Heritage Centre (PWNHC). The PWNHC has a mandate to present the history, art, culture and heritage of the Northwest Territories (NWT) through permanent, temporary, traveling and on-line exhibits. This work reflects a public-facing aspect of the Government of the Northwest Territories' Culture and Heritage division and plays an important role in the education and enjoyment of PWNHC's visitors from the North and around the world.

## SCOPE

Located at the Prince of Wales Northern Heritage Centre in Yellowknife, the Senior Exhibit Designer reports to the Assistant Director, Culture and Heritage, and is responsible for the administration, design, production, installation, and maintenance of museum exhibits. The incumbent supervises an Exhibit Designer, who is primarily responsible for two-dimensional graphic design and an Intern, as well as casual staff and contractors. The position administers a program budget of approximately \$50,000 and has signing authority of \$10,000.

The Senior Exhibit Designer manages the production, design, and maintenance of exhibits that creatively and accurately reflect the heritage, culture and history of the NWT. The expectations for designing quality exhibits are high, as these presentations represent the stories integral to the culture and heritage of the NWT.

In addition, the incumbent is a key advisor in the strategic planning and collaborative project development for all PWNHC exhibitions. The position is responsible for presenting exhibits in a manner that ensures the safety of valuable objects as well as the safety of the public.



Installing exhibits requires lifting and moving heavy objects and crates, working on ladders and several hours of standing at a time. Physical effort is required for the movement of heavy and awkward objects.

## **RESPONSIBILITIES**

### **1. Manages the Exhibit Design Program at the PWNHC.**

- Develops and coordinates the annual Exhibit Design work plan in response to the strategic priorities of the PWNHC.
- Administers the annual Exhibits budget, provides project budget estimates and tracks design-related spending from third party funds.
- Manages the procurement of exhibition-related goods and services along with associated contracts.
- Supervises one permanent staff and casual/contract staff by assigning tasks, monitoring work and conducting annual performance appraisals.
- Manages, coordinates and facilitates the planning, design, production and installation of a variety of exhibit types including: in-house exhibits (permanent and temporary), borrowed exhibits, and PWNHC travelling exhibits.
- Supervises all graphic design elements and works closely with Exhibit Designer to produce all exhibit imagery, layout and production.
- Represents the Exhibit Design program on internal committees.
- Participates on exhibit project teams for short and long-term exhibit development plans, including consultation with colleagues, advisory groups and community members.
- Assists with identifying third-party funding sources and partnerships and prepares funding proposals for ECE.

### **2. Designs, produces, and installs museum-quality exhibits and displays for the PWNHC.**

- Leads the design-related process when working with project teams, including integrating design with themes and interpretive messaging.
- Demonstrates and integrates current exhibit design practices to meet diverse audience needs.
- Assists exhibiting artists with the curation of artwork and text writing for Mezzanine shows.
- Creates conceptual plans/sketches/models and presents design concepts for consideration, feedback, and approval.
- Schedules, fabricates, and installs exhibit elements (staging, painting, props, lighting).
- Prepares drawings for production, installation and manufacture of exhibit components as required.



- Supervises production contractors, including facility/building contractors when related to exhibit spaces.
- Coordinates audio visual components and is familiar with basic concepts of technology used in exhibitions. Communicates with AV contractors to produce programs required.
- Assists Senior Conservator with design and construction of object mounts.
- Follows safe-work practices for fabrication and display related to object, staff, and visitor safety.
- Is responsible for the exhibits workshop, including: workshop safety, tool and machinery maintenance and supervision of third-party workers.

**3. Maintains and repairs current exhibits.**

- Develops and implements preventative measures to mitigate vandalism and normal wear and tear of exhibits.
- Monitors and routinely inspects exhibits on display for good condition and to ensure public and object safety.
- Develops plans and schedules for the maintenance of permanent exhibits.
- Maintains storage spaces for exhibit crates, cases and materials.
- Designs lighting plans with assistance from the Senior Conservator by setting light levels for exhibits to protect valuable collections from light damage.
- Is familiar with lighting system for all public spaces within the museum.

**4. Coordinates borrowed exhibits.**

- Manages the shipment and inventory of borrowed exhibits.
- Coordinates the installation and dismantling of borrowed exhibits.

**5. Provides technical expertise, training and advice to community heritage groups on the development and production of exhibits.**

- Responds to inquiries and requests for information from community museums and heritage organizations
- May offer support to community heritage organizations to develop and produce culture and heritage exhibits.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.



### **Sensory Demands**

This position requires the incumbent to recognize unsafe situations and conditions as there will be exposure from time to time involving sawdust, fumes and vapours while working with exhibit materials, in addition to a variety of hand and power tools. The incumbent also uses multiple senses to achieve lighting, colour and sound balances in museum exhibits.

### **Mental Demands**

No unusual demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of museum exhibit development processes.
- Knowledge and skills relating to exhibition display, techniques and materials used in museums and cultural centres.
- Knowledge of Occupational Health and Safety standard codes of practice and training requirements when working with power tools, chemicals, proper lifting and movement of heavy objects, ladder safety and hazard assessment.
- Knowledge of and/or the ability to acquire and apply knowledge of electrical, sound and information technology systems.
- Knowledge relating to museum collections including conservation principles and object-handling practices.
- Design skills, creativity, and innovation to conceive, design and implement exhibit concepts.
- Interpersonal and communication skills to work on project teams and with members of diverse communities; ability to build/maintain respectful and collaborative relationships.
- Time management and organization skills, and the ability to work independently.
- Skills relating to light carpentry, including painting, use of power tools and familiarity with wood, plastics, paints, framing of printed materials, mounts, exhibit hardware.
- Skills relating to the competent and safe use of construction tools such as table saw, band saw, chop saw and drill press.
- Administrative and design software skills such as MS Word, Excel, Adobe, Sketchup.
- Ability to communicate information visually through varied exhibit media to diverse audiences.
- Ability to interpret spatial awareness for exhibit development and interior design, with a focus on the visitor experience.
- Ability to follow safe-work practices for fabrication and display related to object, staff, and visitor safety.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A diploma in a design field such as Exhibit Design, Graphic Design, Fine Arts, or Theatre Design, along with specialized training in a trade working with power tools, and three (3) years of developing exhibits for a museum, art gallery or cultural/interpretive centre, whether paid and/or volunteer, including one (1) year of supervisory or team lead experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☒ French preferred

**Indigenous language:** Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred