



## **Exhibition Designer**

### **Exhibitions and Program Planning Department**

### **Baltimore Museum of Art**

#### **OVERVIEW**

The Exhibition Designer at the Baltimore Museum of Art (BMA) oversees the 2-D and 3-D design of all exhibitions and collections displays at the museum. S/he collaborates closely with the curators, artists and exhibitions project managers to develop design concepts and plans for temporary exhibitions and permanent collection installations. Using scaled images of objects, prepares accurate drawings-to-scale in VectorWorks, AutoCad, Sketchup, InDesign and Adobe CS, including layout of walls and elevations, casework and casework layouts, color and lighting schemes, for each exhibition. Creates three dimensional models, quick concept sketches and renderings as needed. The Exhibition Designer oversees the exhibition design studio and its staff, both permanent and contractual.

#### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

- Works closely and communicates regularly with the Director of Installation, preparators, conservators, fabricators and mount-makers during the design planning, construction, and installation process.
- Consults with curator, conservators, registrars and security to determine the methods, materials and display techniques for the safe and secure presentation of artworks.
- Provides detailed drawings-to-scale of exhibition furniture, architectural details, risers, platforms, mounts, fabric, etc. to conservation standards; ensures lender display requirements are fulfilled.
- Develops exhibitions lighting design plans in collaboration with the museum Lighting Designer. Plans design for installation of media artworks in collaboration with the A/V Technician.
- Develops construction and production drawings for contractors, fabricators, and other vendors.
- Collaborates with graphic designers, technology and education interpretation on graphic, technology and interpretive elements of each exhibition or installation.
- Collaborates with facilities, visitor services and educations to ensure designs meet institutional standards for visitor interaction and comply with all facilities standards as well as applicable laws and ordinances.
- Develops cohesive creative plan for and executes all in-gallery graphics. Collaborates with the Marketing department as needed on exhibition graphic identities and institutional style guides.
- Actively participates in the exhibition installation, making aesthetic decisions regarding presentation and lighting of artworks in consultation with curator.
- Manages and develops a team of two (Graphic Designer and Junior Graphic Designer) assigning projects per Exhibition Schedule.

- Ensures that departmental practices remain in accordance with design industry standards; employs leading design programs and stays current with technological advancements.
- Represents current knowledge of accessibility best practices to meet and exceed Americans with Disabilities Act (ADA) standards.
- Maintains up-to-date library of paint samples, fabric samples, architectural details, etc.
- Budget forecasting, managing, and reconciling of expenses for each project.
- Works closely with the Exhibitions department to develop and stay within schedule and approved budgets.
- Provides layouts and architectural details to tour venues, artists, and guest designers, as requested as well as final exhibition layouts after installation for staff use. When necessary, manages relationship with contracted outside designers.
- Develops working knowledge of existing inventory of exhibition furniture including cases, platforms, stanchions, etc. that can be re-used whenever possible to minimize budgetary and environmental impacts.
- Reports to the Senior Director of Exhibitions and Program Alignment

**EDUCATION AND EXPERIENCE:**

MA / MFA in design, studio arts, architecture or similar, with 7+ years museum design experience or professional work experience equivalent.

**SKILLS AND ABILITIES:**

- Strong understanding of art museum aesthetics and design vision for encyclopedic art collection displays. Knowledge and understanding of visitor experience standards and best practices
- Proficiency in Adobe CS, Vectorworks, Sketchup and AutoCAD; TMS and project management software experience preferred
- Ability to work with both Metric and Imperial measurements
- Ability to interpret and provide instructions in written, oral, diagram or schedule form
- Manage workflow according to project schedules, with a variety of tasks and deadlines
- Ability to solve problems and prioritize needs in a variety of situations when immediate decisions may be necessary
- Highly collaborative and exceptional interpersonal skills
- Excellent visual, written and verbal communication skills
- Knowledge of museum display standards
- Experience managing a team of designers
- Ability to travel, take initiative, work independently, and be flexible with changing priorities

**BENEFITS**

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other

characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with matching contributions, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**APPLY**

Please send a cover letter with salary requirements and CV/resume to [HR@artbma.org](mailto:HR@artbma.org) with **“Exhibitions Designer” your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

Position will be posted until filled.