

POSITION: CHIEF OF EXHIBITS (ADMINISTRATIVE OFFICER 3)

LOCATION: The State Museum of Pennsylvania
300 North Street
Harrisburg, PA 17120

POSITION INQUIRIES: Sue Latin (717) 772-2839
Email: slatin@pa.gov

SALARY: \$56,059.00 - \$85,125.00 Annually

APPLY AT THIS LINK:

<https://www.governmentjobs.com/careers/pabureau/jobs/2283292/administrative-officer-3-chief-of-exhibits?keywords=exhibit&pagetype=jobOpportunitiesJobs>

The State Museum of Pennsylvania, a bureau of the Pennsylvania Historical and Museum Commission, seeks an experienced, dynamic exhibit designer to serve as Chief of Exhibits (Administrative Officer 3) at its Midcentury Modern facility in Harrisburg, Pennsylvania.

This is an administrative and supervisory position which plans, designs, installs, and maintains museum exhibits at The State Museum and reports to the Director of The State Museum.

The Chief of Exhibits manages the exhibits program and exhibits staff, develops completion schedules, prioritizes projects for individual exhibits, and integrates exhibits into the general program and educational needs of The State Museum.

The work includes all tasks involved with the design, layout, fabrication, and installation of in-house exhibits as well as traveling exhibits as needed.

The Chief of Exhibits collaborates with curators, educators, and operations colleagues on the senior management team of one of the Commonwealth's largest and most respected museums. The State Museum of Pennsylvania, an AAM Accredited Museum, houses the Commonwealth of Pennsylvania's art, history, natural history, archaeology, geology, and paleontology collections which number in excess of 8 million items. The recently updated facility contains approximately 200,000 square feet of permanent and changing exhibition space and excellent office, meeting, and hospitality facilities. Annual attendance is in excess of 100,000 visitors.

This full-time position does have benefits.

One year as an Administrative Officer 2; Four years of experience in progressively responsible and varied office management of staff work in public or private organization, including experience in personnel management, budgeting, or procurement; and such training as may have been gained through graduation from a four-year college or university; or Any equivalent combination of experience and training.

ESSENTIAL FUNCTIONS

Organize and implement multiple projects

Understand and interpret technical plans

Specify exhibit materials and equipment

Understand building codes

Effective working relationships

Ability to draw to scale

Ability to draw, paint sketch, and render

Proficient with computer design software including Adobe Creative Suite (InDesign, Photoshop, and Illustrator)

Proficient in using computer-assisted design software; experience with and proficiency in Autocad preferred

Ability to generate 3-D designs

Understand Interpretive Techniques