



## **Director of Exhibits & Outreach**

**Department:** 1140

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** President/CEO

**Amount of Travel Required:** As needed

**Positions Supervised:** Exhibit Technicians, Outreach staff, Part-Time staff

### **POSITION SUMMARY**

Oversee the Clay Center's permanent, mobile and temporary exhibits. Duties include development of new exhibits, prototyping/building new permanent and mobile exhibits using internal and external resources as well as outside exhibit designers and fabricators. The Director will manage all mobile exhibit initiatives throughout the State of West Virginia and neighboring region. Supervise a team of exhibit technicians and outreach specialists in coordination with other teams at the Center to maintain exhibits in optimal condition and provide consistent high quality visitor experiences. This position reports to the CEO.

### **ESSENTIAL FUNCTIONS**

#### **Exhibit Maintenance**

- Maintain all Clay Center exhibits in optimal working condition.
- Develop a comprehensive tracking and monitoring system of exhibits that allows rapid and consistent maintenance.
- Maintain clear and up-to-date documentation on all exhibits including components, suppliers, drawings, software code, etc.
- Identify areas of exhibits that require substantial re-engineering or replacements.
- Oversee all exhibit repair procedures, workshops, and tools.
- Ensure practice of safe working conditions for exhibit staff.
- Train education and operation staff on basic exhibit operation and maintenance.

#### **Exhibits Development**

- Develop long-term on-site and off-site exhibit renewal plans to sustain high level visitor engagement.
- Prototype and develop new exhibits and exhibit themes for Clay 2 Go outreach exhibits.
- Develop annual and long-term budget for Museum renewal projects.
- Organize internal exhibit resources with support from our education and graphics teams to prototype/develop in-house exhibits.

- Develop 3 – 4 year travelling exhibit plan in collaboration with Education and Marketing teams to bring temporary exhibitions in the Discovery Museum.

### **Clay 2 Go Outreach**

- Oversee all aspects of the program development, coordination, and delivery.
- Collaborate with Education and other Clay teams to provide successful outreach experiences throughout the state and surrounding regions.
- Manage staff resources to schedule visits and install exhibits at off-site locations.
- Coordinate all travelling requirements for exhibits and staff.
- Establish liaisons in various communities and regions to facilitate reservations and delivery of exhibits.
- Maintain exhibits, vehicles, and exhibit infrastructure pre- and post-visits.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Autonomy - Ability to work independently with minimal supervision.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Self-Confident - The trait of being comfortable in making decisions for oneself.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Written - Ability to communicate in writing clearly and concisely.

## **SKILLS & ABILITIES**

**Education:** A technical degree in related fields or equivalent experience

**Experience:** Three to seven years related experience

**Computer Skills:** Proficiency in MS Office products (Word, Excel, PowerPoint, Outlook)

**Other Requirements:** Must have valid driver's license and clean driving record

## **PHYSICAL DEMANDS**

**Physical Demands**

Stand O (Occasionally)  
 Walk O (Occasionally)  
 Sit O (Occasionally)  
 Handling / Fingering O (Occasionally)  
 Reach Outward O (Occasionally)  
 Reach Above Shoulder O (Occasionally)  
 Climb O (Occasionally)  
 Crawl O (Occasionally)  
 Squat or Kneel O (Occasionally)  
 Bend O (Occasionally)

**Lift/Carry**

10 lbs or less O (Occasionally)  
 11-20 lbs O (Occasionally)  
 21-50 lbs O (Occasionally)  
 51-100 lbs N (Not Applicable)  
 Over 100 lbs N (Not Applicable)

**Push/Pull**

12 lbs or less O (Occasionally)  
 13-25 lbs O (Occasionally)  
 26-40 lbs O (Occasionally)  
 41-100 lbs N (Not Applicable)

**N (Not****Applicable)**

Activity is not applicable to this occupation.

**O (Occasionally)**

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)**

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)**

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements****WORK ENVIRONMENT**

OUTDOOR AND INDOOR

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Clay Center has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment and the company reserves the right to change this job description and/or assign tasks for the employee to perform as the company may deem appropriate.