



Exhibition Design Assistant

Baltimore Museum of Art

OVERVIEW

The Baltimore Museum of Art seeks a focused, detail-oriented person to assist the Exhibition Designer in the planning and development of special exhibitions, as well as the rotation and maintenance of permanent collection galleries. Under the guidance of the Exhibition Designer, the Exhibition Design Assistant will develop technical drawings, plans, and mock-ups that will guide the installation of our exhibitions.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Liaise with Exhibition Design, Installation, Curatorial, Conservation, Registration and other Museum departments through exhibition planning, design, and installation processes.
- Support Exhibition Designer in creating technical drawings, floorplans, 3-D models, and mockups of art objects, gallery spaces, and exhibition furniture.
- In coordination with Curatorial, Conservation, and Registration, review, obtain, and confirm necessary information on exhibition checklists (dimensions, conservation requirements, weights, mounts, hanging devices, lighting restrictions, etc.)
- Confirm measurements and existing conditions of gallery spaces for the creation of to-scale floorplans, elevations, and 3-D renderings.
- Create scaled chips/images for exhibition space assessments.
- Review existing inventory of pedestals and vitrines; determine modifications to casework as needed; design new pedestals, vitrines, and gallery furniture as needed.
- Assist in exhibition production; verify casework requirements, paint schemes, preliminary placement of casework and exhibition elements.
- Procure special materials during planning for prototypes and mock-ups (paint samples, fabrics, carpet samples, plastics, hardware, etc.)
- Assist in maintaining digital database of gallery floorplans, project archives, and 3-D models.

The Exhibition Design Assistant reports to the Exhibition Designer and works closely with colleagues Design, Installation, and other departments across the institution.

REQUIREMENTS

- Degree in art, architecture, design or exhibition design or professional experience equivalent (museum design experience preferred)
- A high level of competence with SketchUp/LayOut, Illustrator, Photoshop, InDesign, and the Microsoft Office Suite. Competency with Vectorworks is a plus.
- Understanding of conservation, mounting, and installation needs for works of art.
- Two-plus years of experience in a museum or similar setting preferred.
- Working knowledge of wall, cabinetry and millwork construction
- Working knowledge of paint/surface finishes
- Ability to work and communicate as a team member, as well as independently.
- A keen eye for detail; organized, proactive, enthusiastic, and resourceful.

- Ability to manage multiple and diverse projects at once.
- Ability to adhere to deadlines and prioritize tasks accordingly.
- Ability to receive constructive feedback and to hone skills and improve techniques.
- Understanding project requirements and concepts and seeking guidance when needed

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, long term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

SALARY – \$43,350

APPLY

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter, CV/resume, and via email to HR@artbma.org with “**Exhibition Design Assistant**” **Last Name and First Name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.