

Exhibit Coordinator Roles & Responsibilities

JOB DESCRIPTION

The primary goal of an Exhibit Coordinator is to actively acquire content from clients and consultants and track it in order to aid the design process. Exhibit Coordinators are attentive to detail, highly organized and very adept at communicating with clients and G&A teams in a professional manner. Some travel is required.

DEVELOP & MAINTAIN GLOBAL DELIVERABLE DOCUMENTS

- Coordinate receipt of client deliverables to Gallagher & Associates
- Artifact schedule
- Graphic panel schedule
- Audiovisual and interactive schedule
- Finish schedule
- Script coordination
- Image coordination as needed
- Copy editing as needed

TRACKING AND COORDINATION OF PROJECT DOCUMENTS

- Responses to Requests for Information from fabricators and vendors
- Meeting notes as required
- Project Log- tracking of all incoming documents
- Shop drawing coordination

COORDINATION TASKS AS DETERMINED BY PROJECT TEAM

- Photo research
- Final artwork coordination
- Content research for exhibits and graphics
- Assist content and design team to prioritize hierarchy of stories and themes

GENERAL RESPONSIBILITIES

- Become well-versed in the exhibit as a whole, including design and content (specific stories, artifacts, and images)
- Ensure consistency and accuracy of exhibit and graphic elements between client, consultants and design team
- Work directly with exhibit designers and graphic designers to determine placement of exhibit elements as required
- Monitor contract deliverables related to script, images and illustrations from client or consultants and notify project manager of status
- Attend regular project meetings with design team
- Maintain image and artifact binders, update revisions received from client in graphic and artifact schedules
- Work with design team to number floor plans and elevations
- Coordinate schedules into package deliverables and assist in reviewing all deliverables for errors and consistency

- Assist project team with meeting coordination and project deliverable coordination during the Construction Administration (CA) phase, manage all samples, graphic proofs, and shop drawings (log, distribute, duplicate and return as needed)
- Communicate regularly with the client regarding project deliverables and deadlines
- Assist with final internal design package coordination

DESIRED EDUCATION AND SKILLS

- Bachelor's degree in Museum Studies or in a related field
- Master's degree in Museum Studies (or equivalent field) or 2- 3 years of equivalent relevant experience
- Computer Skills: Microsoft Office Suite, Google Suite, Database experience such as with Filemaker Pro, Asana, Slack

ABOUT G&A

Gallagher & Associates is an internationally recognized museum and experience planning and design firm with offices in Washington, D.C., New York, Portland, and Singapore. Our experience ranges from social/cultural history and natural science to sports and corporate attractions, music and the arts.

BENEFITS INCLUDE:

Company paid medical and dental insurance, 401K plan with fully vested matching, Fifteen (15) PTO days to start and up to twenty-one (21) days after six (6) years of service, Paid Maternity and Paternity Leave, Section 125 spending plan, Summer Fridays and more...

Salary is commensurate with experience.

OUR CULTURE:

It is an exciting time to join the G&A team and we have the core values to prove it — **Excellence, Impact, Integrity & Balance** shape our future and are designed and defined to help our team understand the link between strategy and culture. These values explain how the day-to-day translates into supporting aligned efforts and goals across the board. Join us as we continue to develop our culture together, to fit our style and your success!

OUR VISION:

We will synthesize the digital and physical worlds in innovative ways like no one else.

OUR MISSION:

We integrate our diverse capabilities in order to deliver unrivaled experiences.

OUR VALUES & WAYS OF WORKING @ the Jr/Mid/Sr Level:

EXCELLENCE

We are committed to creating our best work:

- Build working relationships with team members and cross-functional colleagues to come up with your best work
- Seek different perspectives, inputs, and feedback when working through hurdles
- Get out there and see what's new in the world of design; request a conference or team field trip for inspiration

We create a culture of curiosity and learning:

- Be passionately curious; show eagerness to learn
- Challenge assumptions and suggest different approaches
- Stay current in our area of expertise; G&A. and our industry
- Applaud others for their accomplishments
- Share helpful information and best practices with team members

Always be proactive:

- Do not over-commit yourself; speak up
- Utilize resources (i.e. people, templates, workshop request, supplies) to meet your goals and needs
- Be detail oriented in all that you do (spell check!) to put your best foot forward

We are true ambassadors:

- Follow G&A on social media ("like" our photos; make suggestions for improvements)
- Give marketing something cool to post about your or your work contributions
- Be credible and always put your best foot forward

IMPACT

We are locally and globally conscious:

- Say no to plastic and use less paper around the office
- Bring a new perspective to our clients - think sustainability where it counts

Inclusion brings us together:

- Take ownership of how your work supports the shared objectives of the team
- Understand the work of your team and how it contributes to the project/team priorities
- Look for opportunities to help your neighbor when in need: printing, guidance, support, get out and go for a walk or take a lunch break together to break up the monotony

INTEGRITY

Trust and respect is a must:

- Be intentional, and respectful in all conversations
- Listen with an open mind to different viewpoints
- Be responsive, on time, and on task for your team; work together and be honest with each other when challenges arise

We have open lines of communication:

- Stay up-to-date on company news (e.g. newsletter, Instagram - follow @GandA_Design)
- Ensure that manager and team members are kept informed of progress or hurdles - they can help!
- Listen and ask questions to gather information and understand other viewpoints
- Explore new ways to be more efficient

BALANCE

Adaptability is key:

- Always think beyond the problem and toward the solution
- Be flexible and responsive to changes in priorities
- Embrace new ways of doing things

Work-Life blend for success:

- Take time to unwind
- Take lunch
- Participate in a wellness activity or challenge

To Apply

Please send resume and digital portfolio or writing sample as a PDF file to igutierrez@gallagherdesign.com