

The St. Louis Kaplan Feldman Holocaust Museum seeks an experienced, organized, and collaborative individual to manage the Museum's exhibit program and gallery spaces.

The Exhibitions Coordinator, reporting to the Director of Archives & Collections, maintains and updates all exhibitions and exhibit areas, and oversees the development and implementation of new exhibits and interpretive projects, and visiting exhibits.

We offer a collaborative team atmosphere to support your professional efforts, health and wellness benefits, a Monday-Friday schedule, and a competitive starting salary commensurate with experience ranging between \$45,000-50,000 annually.

Requirements for the Exhibitions Coordinator at the St. Louis Kaplan Feldman Holocaust Museum:

- Bachelor's degree (required); an MFA or a master's degree in museum studies or related field (preferred).
- A minimum of three to five (3-5) years' experience in museums, art galleries, historic sites, or archives (required).
- Excellent computer skills, particularly with Office 365, graphics, video and audio editing software, and collection management software (required).
- Commitment to material culture studies and object-based learning.
- Experience creating exhibitions, including space planning and installation/deinstallation.
- Highly organized, and able to meet deadlines while balancing multiple projects.
- Ability to work effectively as a member of a highly energized, creative team. Must be open to change and adaptable.

Responsibilities for the Exhibitions Coordinator at the St. Louis Kaplan Feldman Holocaust Museum:

- Designing and implementing temporary and visiting exhibits, which includes, but is not limited to:
 - Planning and development of exhibits and interpretive projects.
 - Researching available traveling exhibits, including associated costs.
 - Working with Director of Archives, Director of Education, and the Executive Director to develop in-house exhibitions utilizing collections.
 - Preparation and installation of artifacts and exhibits.
 - Maintaining schedule for temporary exhibit space.
- Providing oversight and maintenance of exhibit spaces and the artifact collection, which includes, but is not limited to:
 - Monitoring conditions of exhibition spaces, exhibit cases, and objects, and performing routine maintenance and repairs.
 - Managing rotation schedule of artifacts in permanent exhibition.
 - Managing incoming and outgoing loans of artifacts for exhibits and conservation work.
 - Evaluating/researching artifacts offered for donation for authenticity, provenance, and context.
- Other duties as assigned.

