

VIRGINIA MUSEUM OF HISTORY & CULTURE

Position Description

Updated June 19, 2025

Title:	Manager of Exhibition Production
Division:	Collections & Exhibitions
Reports to:	Sr. Director of Curatorial Affairs
Position Status:	Full-time; Exempt
Salary Range:	\$65,000 - \$70,000/year

Position summary:

The Manager of Exhibition Production serves as project manager for, and actively participates in, all aspects of the preparation and installation of the VMHC's in-house exhibitions, long-term gallery rotations, traveling exhibitions, and other related projects. This position directly supervises the exhibition designer and exhibition coordinator and works with curators, conservators, and collections staff to plan and direct the installation of exhibitions that engage diverse audiences.

Duties & Responsibilities:

- Create, circulate, and implement detailed production schedules for each exhibition, and communicate with key VMHC staff involved in producing exhibitions
- Prepare and manage exhibition production budgets and secure bids for outside services
- Supervise freelance contractors including graphic designers, fabricators, and installers
- Supervise all construction necessary for the installation of exhibitions
- Assist in reviewing and negotiating exhibition contracts
- Participate in the hiring and supervision of staff and contractors engaged in exhibit production and maintenance
- Negotiate, purchase, and manage materials and supplies; develop and cultivate vendor relationships
- Work with the exhibit team and other staff to maintain, redesign, or enhance existing exhibitions to improve visitor experience
- Serve on the team that develops the VMHC's five-year exhibition calendar
- Supervise the work of the exhibition designer in the production of gallery plans and elevations
- Oversee the VMHC's traveling exhibition program
- Oversee the regular maintenance of all exhibitions on display including cleaning casework and exhibit fixtures, ensuring proper lighting, and assisting with the upkeep of audiovisual equipment and digital interactives

Knowledge, Skills & Abilities Necessary:

- Broad knowledge of current trends in museum development, design, display, techniques and equipment
- Knowledge of current materials and object handling practices used in exhibition installation
- Ability to analyze exhibition tasks to estimate time and materials necessary to complete projects

- Ability to review detailed construction drawings and proven experience coordinating production with contractors
- Ability to coordinate the activities of multiple, simultaneous projects to conclude all work within scheduled projects' completion dates
- Ability to adjust to or compensate for unanticipated or unscheduled circumstances
- Ability to compile and synthesize verbal, written, and visual information into production strategies and work plans
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments
- Capability to lift a minimum of 50 pounds
- Driver's license in good standing

Education & Experience Requirements:

- Bachelor's degree in art history, museum studies, design, project management or equivalent work experience
- Five years of demonstrated experience either managing or producing museum exhibitions, including supervisory experience
- Experience safely and expertly operating shop, hand, and power tools including band saws, table saws, drill presses, miter saws, lifts and other equipment is preferred

Application:

If interested in this job opportunity, please apply and upload your cover letter and resume to https://virginiahistory.isolvedhire.com/jobsearch/?job_board_classification=Job_Opportunities.

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