



July 8, 2015

## **Exhibit Designer**

### Position Description

The staff exhibit designer provides dimensional design services as part of a larger creative team of researchers, curators and editors at The History Factory. Provide exhibit design services from development of creative concepts to preparation of production files for projects include but are not limited to the design of permanent corporate exhibits, traveling exhibits, interactive exhibits and environments, events and other dimensional products.

As a member of the creative team you will work closely with senior design staff and clients from concept development to completion of exceptional, heritage-based designs and will work closely with internal and contractor resources to ensure deliverables are completed on budgets and on schedule.

### Responsibilities:

- Under creative direction and supervision from senior staff, develops exhibit designs from concept to finalization, and prepares of visual and presentations for assigned projects
- Works with client resources to confirm project objectives, deliverables and other expectations in support of project creative briefs
- Collaborates with fellow creative staff members on most appropriate design and media options to meet project objectives, budget & schedule
- Collaborates with Program Leaders to ensure client and project objectives are met
- Collaborates with production specialist on budgeting, schedule and supervision of outside services including production contractors
- Provides advice and assistance as needed to insure optimal quality of design deliverables
- Anticipates project issues and needs and works cross-functionally to proactively address opportunities and potential challenges
- Provide design support during the business development cycle in support of securing new projects

### Capabilities/Experience:

- Undergraduate or graduate degree in architecture, industrial design, Environmental Design or related field
- Minimum of 5 years of professional exhibit design experience for corporate and museum clients
- Creativity in the development of design concepts, interactive media options, design development and finalization of each design product
- Skilled in the usage of Mac Computer, design software including Adobe CS, CAD, MS office, SketchUp and other modeling programs
- Working knowledge of fabrication materials and processes, interactive media products, media software production processes
- Ability to work on multi-disciplined project teams
- Excellent written, and verbal communications skills
- Strong problem solving skills
- Strong project management skills