

The Menil Collection Employment Opportunity

Title:	<i>Exhibition Design Technician</i>
Department:	Exhibition Design
Supervisor:	Exhibition Designer
Status:	Full-time, exempt from overtime
Work location:	Onsite

General Responsibilities

The Exhibition Design Technician aids in exhibition planning, preparing display materials, and documenting campus-wide installations and exhibitions. This position is responsible for creating the scale models used to visualize exhibitions and maintaining the Exhibition Design Department's workspace. The Technician works closely with the Exhibition Designer and Exhibition Design Assistant to ensure a progressive workflow to meet project deadlines.

Specific Duties

1. Work with the Exhibition Design Assistant to prepare and fabricate exhibition planning materials, including architectural and scale models, paint samples, and life-sized mock-ups.
2. Maintain and organize the exhibition design workspace, including the exhibition model, scale model inventory, and supplies needed for exhibition planning.
3. Paint display components such as furniture and mounts.
4. Assist with ordering and receiving display furniture. Maintain display furniture inventory.
5. Assist outside contractors with installing AV equipment for in-house and special exhibitions. Maintain AV equipment inventory.
6. Assist with assembling and installing display components such as furniture, display cases, lighting, and mounts.
7. Maintain exhibition design archive containing exhibition-related documents and materials.
8. Assist with the production and installation of gallery labels.
9. Provide in-gallery support for installations.
10. Monitor expenditures in compliance with the approved budget.
11. Operate efficiently under time constraints, multi-task, adapt, and meet deadlines.
12. Prioritize workload and communicate issues to ensure on-time project completion.
13. Perform other exhibition-related duties as assigned or required.

Qualifications

1. Undergraduate degree in art or art history, architecture, graphic design, or related fields.
2. Experience in commercial art, museum science, or exhibit design. Experience and education may be substituted for one another.
3. Ability to take creative direction, work through an iterative design process, and produce finished parts for use in the exhibition
4. Competency with hand and basic hand-held power tools

5. Proficient in Microsoft Office Suite (Excel, Word, and PowerPoint) and Microsoft Outlook.
6. Working knowledge of Photoshop.
7. Ability to communicate well and to translate verbal concepts visually.
8. Ability to lift 60 pounds and climb up and down ladders.
9. Knowledge of and interest in art and art history.
10. Valid Texas Driver's License and the ability to drive a Sprinter van

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year of full-time employment.

How to Apply

For immediate consideration, please email your resume and cover letter to HR@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.