Exhibition Developer

POSITION OVERVIEW

The Exhibition Developer creates new content for exhibition displays in the physical Museum galleries and on digital platforms that chronicle the 9/11 attacks, the events that preceded them, and their aftermath. This work is performed through research, content development, interpretive planning, and project management. The Developer will support efforts to broaden the reach of the Museum's core and special exhibitions and related content, connect it with other programming, and contribute to the strategic vision for the department. The Developer will create and oversee project schedules, research and write scripts, manage review and approval processes, and liaise among teams within the Exhibitions department and among departments and divisions within the institution.

The Developer will also manage ongoing exhibition efforts such as licensing and tracking, fact checking, producing audio clips for media installations, exhibition inspections, and other projects. This is a full-time, exempt position that reports to the Director of Exhibition Development.

ESSENTIAL FUNCTIONS

- Research and develop content for artifact rotations, media installations, special exhibitions, and other exhibition projects
- Develop content deliveries for staff, designers, and media producers
- Document sources and maintain reference files, which may include reviewing audiovisual programs and associated transcripts, diagrams, and graphics
- Enter exhibition research and content information into asset database
- Select and produce audio clips for exhibition inclusion, in conjunction with the department's media team
- Assist with licensing and conduct use rights tracking for exhibition assets, in addition to other forms of maintenance-related tracking
- Manage meeting agendas, scheduling, and review processes with Exhibitions staff and with colleagues in other departments
- Contribute to long-term strategic and programmatic planning
- Partner on other exhibition development, interpretive planning, curatorial research, administrative, and project management responsibilities

QUALIFICATIONS/SKILLS REQUIREMENT

- Undergraduate degree required
- Graduate degree in liberal arts, public history, social sciences, library science, museum studies, or related field preferred
- 2 – 5 years of relevant experience
- Previous museum experience preferred
- Excellent communication, research, writing, and organizational skills
- Methodical and attentive to detail

- Basic project management experience preferred
- Experience with database management and entry
- Experience in strategic and/or other long-term planning a plus
- Familiarity with range of computer programs, including Microsoft Office suite
- General knowledge of September 11, 2001 and February 26, 1993 events helpful

GENERAL INFORMATION:
- Full-time position.
- Competitive salary and benefits package.

HOW TO APPLY
- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to 911mmexhibitionsjobs@911memorial.org by 08/24/2018.
- Please visit our web site at www.911Memorial.org

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