The Menil Collection
Position Description

Title: Exhibition Design Assistant

Department: Exhibition Design Exhibition

Reports to: Designer

General Responsibilities

The Exhibition Design Assistant aids in the planning and implementing installations and special exhibition designs.

Specific Duties

1. Prepare and fabricate architectural and scale models and other materials needed for exhibition planning, including preparation of paint samples, display mock-ups, etc.
2. Assist designers in preparing gallery construction, casework drawings, and exhibition layouts with renderings in SketchUp or AutoCAD.
3. Assist with the coordinating and installation of AV equipment for exhibitions in-house or with outside contractors. Maintain AV inventory.
4. Assist in planning and ordering installation furniture and Plexiglas bonnets from outside contractors. Maintain display furniture inventory. Possess the physical ability to move, store, and paint display furniture.
5. Assist in gallery and case lighting.
6. Maintain the exhibition studio environment.
7. Buy and maintain display and installation supplies.
8. Organize documentation and correspondence relevant to installations and exhibitions for departmental records and the archives.
9. Work closely with the Curatorial, Collection Management, Art Services, Conservation, and Museum Facilities Departments, as well as with artists.
10. Assist in gathering, coordinating, and disseminating information relevant to installations and exhibitions in public spaces between the Gallery Attendant Supervisors and appropriate museum departments.

Qualifications

1. Undergraduate degree in art or art history, architecture, graphic design, or related fields.
2. Technologically savvy and with some proficiency in Photoshop, InDesign, BrightAuthor, Microsoft Office, SketchUp, AutoCAD, or equivalent program preferred.
3. Advanced knowledge in Macintosh-based and PC environments required.
4. Ability to read blueprints and construction drawings and conversant in relative technical terms.
5. Knowledge of and experience in the technique of exhibition construction, such as fine woodworking with fixed and portable power tools, and color mixing and matching.
6. Extensive color, tonal, graphic design, and aesthetic skills are required.
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. Ability to deal effectively with deadlines and time pressures.
11. Knowledge of TMS preferred.

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 on the job.

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.