

The Menil Collection Position Description

Title: *Exhibition Design Assistant*

Department: Exhibition Design

Reports to: Exhibition Designer

General Responsibilities

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

Specific Duties

1. Prepare and fabricate architectural and scale models and other materials needed for exhibition planning.
2. Prepare gallery construction and casework drawings, with renderings, in SketchUp or AutoCADD.
3. Coordinate 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 decisions and implementation.
6. Arrange photo documentation of exhibitions and in-house exhibitions.
7. Create, maintain, and update exhibition history binders.
8. Format, produce, and install exhibition labels.
9. Draft preliminary and final gallery layouts.
10. Process departmental invoices.
11. Maintain exhibition studio environment.
12. Buy and maintain display and installation supplies.
13. Work closely with the Curatorial, Registration, Art Services, Conservation, Facility Departments, and with artists.
14. Gather, coordinate, and disseminate information relevant to installations and exhibitions in public spaces, between the Gallery Attendant Supervisor and appropriate museum departments.

Qualifications

1. Undergraduate degree in art or art history, architecture, graphic design, or related fields.
2. Knowledge of the most current industry standard practices of museum display, LED lighting, and installation, including multi-media technologies.
3. Technologically savvy and proficient in Photoshop, InDesign, BrightAuthor, Microsoft Office, SketchUp, AutoCADD, or equivalent program.
4. Advanced knowledge in Macintosh-based platform and PC environment required.
5. Ability to read blueprints and construction drawings and conversant in relative technical terms.

6. 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.
7. Extensive color, tonal, graphic design, and aesthetic skills required.
8. Ability to communicate well, and to translate verbal concepts visually.
9. Ability to lift 60 pounds and climb up and down ladders.
10. Knowledge of and interest in art and art history.
11. Ability to deal effectively with deadlines and time pressures.
12. Knowledge of TMS, preferred.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary expectations to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org