



CAYMAN ISLANDS
**NATIONAL
MUSEUM**

JOB DESCRIPTION

JOB TITLE: Exhibition Coordinator

REPORTS TO: Director

CORRESPONDS TO CIG SALARY GRADE: K

1. Job Purpose

- The post-holder will coordinate the fabrication and installation, monitor and maintain, and provide general organizational support for the Museum's exhibitions, including permanent, temporary, travelling, and outreach exhibitions.
- In addition, the post-holder will provide general technical and design support to the Museum and assist with the implementation of the Museum's education and outreach programmes.

2. Dimensions

- The post holder works under the direction of the Director and collaborates with the staff of the Cayman Islands National Museum.
- Supervise 1-5 temporary staff (including interns and volunteers) and any sub-contractors involved in the design, fabrication, and installation of exhibitions.
- Support the implementation of 4-6 exhibitions per year at the primary Museum and other sites, which will each require one month to several years to develop, depending on the scope and complexity of the exhibition. Exhibitions may involve conventional as well as technology-driven displays and usually involve objects from the Museum's collections.

3. Principal Accountabilities

- Design, prepare, install, and maintain permanent, temporary, and travelling exhibits and components of exhibits with supervision from the Director and guidance from curatorial and conservation staff.
- Recommend technical and design solutions to implement exhibition and programme concepts.
- Maintain and manage the exhibition schedule from the conception of an exhibition through installation and display.

- Sit on the Museum’s exhibition planning committees and other advisory committees as required.
- Develop and monitor exhibition budgets and ensure compliance with institutional budgetary, procurement, and payment guidelines.
- Contribute to the evaluation of exhibitions and programmes to ensure quality control and alignment with the Museum’s mission.
- Document and record exhibition design and installation processes for archives.
- Use Computer-Aided Design (CAD) software for exhibition planning and design.
- Supervise temporary staff, interns, volunteers, and service providers involved in exhibition-related tasks.
- Assist with the design and production of educational materials, AV programmes, and interactive techniques for on-site and outreach activities.
- Assist with the Museum’s special events and programmes, serving as the official photographer or videographer.
- Stay updated on educational and communications theories, as well as new technologies, to enhance exhibitions and programmes.
- Work closely with curatorial staff to ensure the safe and secure use of collections in exhibitions.
- Prepare and supervise models, molds, or casts of specimens for exhibition purposes.
- Participate in in-house and external training opportunities and contribute to in-house training where needed.
- Perform other duties relevant to the job as assigned.

4. Organizational Chart

See attached.

5. Background Information

The Museum Law of 1979 charges the Museum with collecting objects of historical, scientific, and artistic relevance to the Cayman Islands. The Museum cares for these objects and utilizes them in exhibitions, interpretive programmes, and publications to increase public interest, awareness, and appreciation of Caymanian heritage.

The Exhibition Coordinator position is crucial to the Museum’s exhibitions team, supporting the execution of well-rounded, engaging, and technically sound exhibitions and programmes. The post-holder works under the Director’s supervision and collaborates closely with other Museum staff.

6. Knowledge, Experience, and Skills

Education and Experience

Preferred:

- Bachelor's degree in design, commercial art, architecture, or studio art, preferably with coursework in typography, audiovisual techniques, and photography.

Required:

- A tertiary-level certificate in design, commercial art, architecture, or studio art, plus two academic years of coursework in exhibition design and technology.
- At least two years' experience in exhibition design, preferably in a museum or art gallery context, with project management, exhibition fabrication, and construction experience.

Knowledge, Ability, and Skills

- Knowledge of exhibition development and implementation processes.
- Familiarity with education and communication theories relevant to Museum displays, current trends, and best practices.
- Knowledge of AV equipment operation, maintenance, and storage.
- Experience with carpentry, metalworking, general construction, painting, and plexiglass fabrication.
- Creativity and artistic abilities in exhibition layout, design, and graphics.
- Proficiency in power and hand tools.
- Knowledge of packing materials, crate design, and transportation methods.
- Proficiency in CAD software and experience with virtual exhibitions.
- Knowledge of safety and emergency procedures relevant to museums.
- Ability to photograph two- and three-dimensional objects for records and publications.
- Valid driver's license.

7. Assignment and Planning of Work

The postholder receives assignments from the Director and works with significant autonomy to plan and oversee exhibitions and related projects, ensuring completion within deadlines and specifications.

8. Supervision of Others

Supervises temporary staff, volunteers, interns, and contracted service providers involved in exhibition-related tasks.

9. Other Working Relationships

Collaborates with the Director, Curatorial, Education, Outreach, and Programmes staff, as well as the Administration and Operations Manager and Finance Team, to ensure timely and effective implementation of exhibitions and programmes.

10. Decision-Making Authority and Controls

The postholder completes projects and meets deadlines as per the Museum's schedule. They provide feedback and recommendations on exhibition concepts, timelines, and feasibility.

11. Problem/Key Features

- Must work resourcefully with limited resources, a small team, and challenging deadlines.
- Work may be physically demanding.
- Limited workspace for construction tasks.

12. Working Conditions

- May need to lift or move heavy objects and display-related items.
- Occasional exposure to dust, dirt, and potential injuries from construction materials and tools.
- May work on ladders or scaffolding.
- Occasional weekend and evening work.

Job Holder

Signature:

Date:

Museum Director

Signature:

Date: