

The Southern Baptist Theological Seminary

Position Description

Position Title: Library Exhibits Coordinator

Department: Library

Position Code: N0315

Date Prepared: 8/19/08

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Library Exhibits Coordinator's purpose is to support the interpretive program of the library and is thus responsible for the design, preparation and installation of all library and special collection exhibits in physical and digital formats.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Coordinate exhibit project budgets, schedules and resources.
- Develop and implement exhibit policies, procedures and quality standards.
- Review and approve the creation of exhibits to include the designs, concepts and sample layouts based on knowledge of design principles and aesthetic design concepts.
- Consult with staff and library specialists to discuss projects and design.
- Manage the development of exhibits and their layouts.
- Research, design and create educational and informative exhibits to feature the institution's cultural and historical collections.
- Inspect all work during production to ensure quality standards are met, conservatorial techniques are utilized, and structural integrity is maintained.
- Plan, develop, coordinate and monitor the production of multiple concurrent exhibit and gallery projects meeting aesthetic and conservatorial standards, and time and budget allowances.

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position will possess a high school diploma and some training in Art, Graphic Arts or related discipline.

EXPERIENCE:

The person in this position will have 1-2 years of experience in preparing library or museum exhibits.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Associate Vice President for Academic Resources.

WORK ENVIRONMENT:

The person in this position will work in an office, typically sitting, standing or stooping, lifting light objects (less than 25 lbs), and occasionally lifting heavy objects (more than 25 lbs).

EQUIPMENT:

The person in this position will use the following equipment: Personal computer, matte board cutter, basic carpentry equipment (electric drill, hammer, etc.), painting related equipment, etc., for exhibit prep.