

Brooklyn Botanic Garden Job Description

Date: June 27, 2008

POSITION TITLE: Director of Interpretation and Exhibitions

DEPARTMENT: Interpretation and Exhibitions

REPORTS TO: President

PRIMARY OBJECTIVE: The director of Interpretation and Exhibitions is responsible for planning, developing, and implementing outstanding interpretation programs and exhibitions consistent with BBG's mission and brand.

BUDGETARY SCOPE: In coordination with VP of Facilities Planning, Construction, and Management, the director of Interpretation and Exhibitions will manage approximately \$4 million of new interpretive projects over the next four years.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

- With senior staff from other departments, including Horticulture, Science, and Education, and in consultation with Marketing, Publications, and Public Programs, the director identifies the need and opportunity for interpretive programs and special exhibitions.
- Takes the lead role in planning, developing, and implementing excellent interpretation programs for BBG, which could include but are not limited to staff and volunteer training in interpretive techniques; interpretive signage; print and web materials; podcasts or cell-phone guides; special exhibitions; programs; and other new interpretive projects.
- Manages all aspects of interpretive project development, including conceiving, budgeting, researching, writing, collecting images or recordings, routing for credits and approval, production, and installation. Work with internal staff on design, editing, and production and/or coordinate these activities with outside agencies, and manages process to ensure timely deliveries.
- Writes RFPs, negotiates contracts, and manages projects with external vendors such as designers, writers, content experts, media producers, fabricators, evaluators, and other contractors as needed.
- Manages the Steinhardt Conservatory Gallery, including researching potential artists; scheduling and curating exhibitions; managing contracts, insurance coverage, and correspondence with artists; coordinating with BBG staff on gallery maintenance; creating postcards, materials, and labels; working hands-on with artists to install and de-install gallery shows; and planning and supervising weekend gallery receptions. *Weekend work is required.*
- Supervises manager of Interpretation and volunteers assigned to program.

SECONDARY RESPONSIBILITIES/ACTIVITIES:

- Inventories, reviews, maintains, and updates all existing interpretive content.
- Distributes materials efficiently and effectively.
- Ensures that all materials are in compliance with the American with Disabilities Act.
- Oversees front-end and formative evaluation of projects, as needed.
- Performs any other departmental duties as directed by supervisor.

SUPERVISION EXERCISED: Supervises manager of Interpretation; external contractors; volunteers assigned to program.

QUALIFICATIONS:

Master's degree preferred in education, museum studies, interpretation, exhibition design, or similar field. Knowledge of horticulture, botany, natural history, or environmental science required. Five years' management experience in interpretive planning and implementation and/or exhibition planning and implementation. Excellent writer and communicator; good research abilities. Must be able to lead teams, develop effective relationships with staff and external vendors; communicate and listen effectively with different audiences. Able to multitask and manage multiple projects simultaneously. Must be competent with Microsoft Office applications; knowledge of print, graphic, and other media production processes. Weekend work required; travel to conferences and professional events

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