



# JOB POSTING

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**Position Title:** Exhibits Manager  
**Department/Division:** Operations

**Reports To:** VP, Operations & Capital Projects  
**Status:** Full-time, Non-Exempt

## Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

## Summary of Position:

The Exhibits Manager plays a critical role in designing, planning, and managing the upkeep, maintenance, and fabrication of exhibits. This hands-on position encompasses a wide range of tasks, including carpentry, painting, carving, concrete work, welding, and the installation and hanging of signage. The Exhibits Manager leads the development process, overseeing project planning, scheduling, budget management, and tracking. Additionally, the Exhibits Manager coordinates special projects and manages traveling exhibits, ensuring that all displays are well-maintained, engaging, and align with the Society's mission. The Exhibits Manager leads staff development for the department, providing coaching and mentorship to foster growth and skill-building. A critical aspect of this position is the ability to develop innovative solutions that leverage available resources and emerging technologies to enhance the impact of exhibits and the overall visitor experience. This position is ideal for an experienced professional looking to take on a leadership role, guiding both people and projects while making a meaningful impact on the community.

## Essential Responsibilities:

- Provide leadership and oversight of the exhibit development process, including planning, scheduling, budget development, and tracking.
- Responsible for strategic growth of the exhibits department.
- Oversee the regular maintenance, repair, and updates of exhibits, ensuring they remain functional, fresh, and engaging.
- Work with science and collections personnel to develop content and facilitate exhibit design and installation.
- Participate in special projects and conduct the coordination of traveling exhibits.
- Manage day-to-day operations of the exhibit's department.
- Coordinates with experience, buildings and grounds, and IT staff to ensure the guest experience is unimpeded and always of high quality.
- Manage work areas, materials, supply inventories, and equipment.
- Foster productive, professional, and collaborative relationships with direct reports, peers, and executive leadership, ensuring alignment and a unified approach to achieving goals.
- Researches, qualifies, and maintains a list of available contractors who support, assist and add additional expertise to the exhibits program and staff.
- Supervise exhibit technicians, contractors, temporary staff, interns, and volunteers.

**Education, Experience, Skills, and Qualities Required:**

- Bachelor's degree in a related field of study such as design, project management, art, architecture or any equivalent combination of experience and/or education.
- 5-7 years of related professional experience, including exhibition development.
- Knowledge of and experience with museum and exhibition methods and best practices.
- Experience in a construction-related field (i.e., carpentry, electrical, metal work).
- Valid NYS driver's license. Experience driving medium size trucks preferred.
- Experience with arts and culture organizations and/or with community-based nonprofit organizations preferred.
- Experience managing complex and multi-year projects with various internal and external stakeholders.
- Direct supervision experience, as well as overseeing a department.
- Self-motivated and able to work accurately and independently, with a high level of confidentiality.
- Highly collaborative in organization-wide initiatives, as well as departmental efforts.
- Capable of managing sensitive matters effectively and with diplomacy.
- Strong proficiency with a range of computer software and other online, cloud-based project management and collaboration tools, desirable.

**Physical Demands:**

- Sitting for long periods of time at a work desk/computer on a daily basis.
- The ability to lift up to 50lbs.
- Willingness and ability to travel.
- Regular attendance is an essential function of the job.

**To Apply:**

The annual salary for this position is \$50,000-\$65,000, along with a competitive benefits package. Interested candidates should send cover letter and resume to [Resumes@GoldhawkHR.com](mailto:Resumes@GoldhawkHR.com).

**Equal Opportunity Employer:**

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.