Exhibitions Coordinator

Reporting to the Associate Dean for Distinctive Collections and Digital Programs, the Exhibitions Coordinator designs and leads the Exhibitions Program at the Ohio State University Libraries and is responsible for providing a vision for and implementing an exhibitions program that is in strategic alignment with the libraries and the institution’s mission, values, and goals. This position represents a mix of leadership and lots of hands-on doing. The successful candidate will enjoy both kinds of work. Working with subject matter experts throughout University Libraries and beyond, the Exhibitions Coordinator designs engaging exhibits across libraries spaces, both physical and virtual, to enhance the libraries’ role as a cultural, social and intellectual crossroads that cultivates intellectual inquiry, fosters lifelong learning, and promotes audience engagement with and dialog about topics of importance to the community.

Works with other Libraries program leads (including the Heads of the Libraries special collections, Outreach and Engagement, Marketing and Communications, the Libraries Chief Diversity Officer, Advancement) to ensure that the exhibitions program is coordinated and synergistic with the goals of the larger organization and institution. Engages key internal and external stakeholders in the conception, creation and use of exhibitions, e.g., librarians, curators and archivists; museum professionals at the Wexner Center for the Arts; Ohio State faculty, staff and students; IT professionals; and community partners. Ensures the implementation of museum and gallery best practices and seeks opportunities to provide the community with experiences that delight. Partners with the Billy Ireland Cartoon Library and Museum to support them in the realization of their physical and digital exhibitions.

Regular activities include collaborative planning and design of gallery and digital exhibitions, scheduling exhibitions and displays, coordinating the logistics of exhibit activities across the Libraries, developing methods for documenting and assessing the impact of exhibitions and the program, coordinating with exhibition curators and the marketing and communications team to promote exhibitions, and coordinating with advancement on exhibit events. Also responsible for other exhibitions-related activities including collaborating with facilities staff on security related to physical exhibitions, review and management of loan requests, etc. Hands on work includes exhibition installation and activities such as lifting, pushing, building, climbing ladders, use of tools and equipment, etc., with or without a reasonable accommodation.

More on University Libraries physical (https://library.osu.edu/exhibits) and digital exhibits (https://library.osu.edu/digital-exhibits)
This position functions with a high level of autonomy, contributes to and leads complex initiatives of significance to the University Libraries and advises senior-level leaders on the prioritization and implementation of the exhibitions program. Must have excellent verbal and written communication skills, including the ability to produce plans and documentation to guide the work of others and to explain museum concepts and practices to non-experts. Must be able to work collaboratively across a complex organization and institution with a wide variety of partners. This position currently directly manages one staff member (Assistant Exhibition Designer) and occasional Contract Preparators. Indirectly provides leadership and partnership to others engaging with the program to create, promote, and document exhibitions.

All employees of University Libraries are expected to support and exhibit behaviors that advance the OSU Libraries values of Discovery Connection Equity Integrity and Stewardship (https://library.osu.edu/strategic-directions). All other duties as assigned.

Required Qualifications:
- Bachelor’s Degree in fine arts or Museum Studies or related field, or equivalent combination of education or experience in a museum or gallery setting
- Ability to develop and carry out a vision for the program in collaboration with key stakeholders
- Minimum 6 years of experience planning, coordinating, and curating exhibitions in collaboration with a variety of partners
- Must possess an understanding of industry concepts and principles plus the technical skills to manage and implement a wide variety of exhibition projects
- Knowledge of museum and gallery best practices and emerging trends, including exhibit design, digital exhibitions, assessment, and practices for safe handling and display of exhibition objects, e.g., museum lighting, security practices, art handling.
- Excellent communication skills, attention to detail, and good time management skills.
- Ability to do hands on work including activities such as lifting, pushing, building, climbing ladders, use of tools and equipment, etc., with or without a reasonable accommodation.

Desired Qualifications:
- Project management experience
- Supervisory experience
- Ability to develop relationships, to influence and be influenced by others, and to collaboratively plan and execute
- Experience with assessment
- Master's degree in Museum Studies, Museum Education, Museum Administration or equivalent experience

Pay Range:
$53,800 to $65,000 annually

Application
Please cover letter and resume with the online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Exhibitions-Coordinator_R37140 by March 6, 2022.
We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less...
traditional to our field of work, and that’s okay. We would strongly encourage anyone interested in this position to apply.

The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.