



GPCA Position Description: Exhibits Specialist
Department: Programs and Interpretation
Reports to: Director of Programs and Interpretation
Compensation: \$44,000 - \$46,000 plus benefits
Applications accepted through September 30

BACKGROUND:

The Garfield Park Conservatory Alliance (GPCA or the Alliance) was incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 20+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 260,000 visitors in 2019 - including 20,000 school children. In 2023 we will celebrate 25 years strong and the Conservatory building will turn 115!

POSITION PURPOSE:

The Exhibits Specialist is responsible for the effective management of Conservatory exhibits that coincide with plant displays and/or art displays, including those located throughout 8 unique indoor rooms and 10 acres of outdoor gardens. Specifically, the Exhibits Specialist's purpose is to ensure the physical components of exhibits are safe, and that effective wayfinding and interpretive signage are an integral part of the visitor experience.

Collaboration with Alliance and Park District staff is vital to ensure alignment on appearance of Conservatory displays, shows, permanent and temporary exhibits; including artist collaborations. A high priority is placed on the successful fabrication and installation of exhibit materials in-house and adherence to opening deadlines and expectations.

LEADERSHIP:

Thinks strategically and comprehensively about the goals of the Conservatory as well as the visitor experience and provides professional insight to accomplish those goals. Initiates collaboration and seeks input from key stakeholders to assemble exhibition ideas that deliver on mission as well as drive attendance, membership and revenue goals for the Conservatory.

DUTIES AND RESPONSIBILITIES:

- Assist in preparing annual budget and timelines for projects and manage those projects
- Maintain collaborative communication with Park District horticulture staff and Alliance staff in regards to exhibit design, fabrication, installation and maintenance
- Responsible for evaluating and implementing best practices for safety, esthetics and cleanliness
- Design, fabricate/order and install interpretive signage, way-finding signage, displays for exhibits, shows, events, programs and art collaborations
- Maintain tool & resources collection
- Provide general exhibit space preparations and repairs
- Ensure safety and accessibility of all aspects of exhibits and exhibit spaces
- Dispose of obsolete exhibit technologies and display components.

- Manage relationships with subcontractors and vendors to produce and procure materials in a timely manner
- Co-manage special programs like Collaborative Art Projects, including installation

POSITION QUALIFICATIONS:

- Experience with general shop equipment including hand and power tools
- Candidate should have or be willing to participate in a Certified Playground Safety Inspector (CPSI) certification program
- Strong administrative skills; ability to lead, organize, delegate and ensure good communication within internal and external teams
- Intermediate skills in graphic design applications
- Strong organizational skills, attention to detail, ability to complete projects on time and prioritize multiple-tasks
- Problem solving abilities and ability to make swift, sound, decisions
- Strong interpersonal skills and ability to work well with others

LOCATION, SCHEDULE & COMPENSATION:

- Hours are generally Monday-Friday, between 9:00 am to 5:00 pm, but may fluctuate during exhibit installation and teardowns.
- Some nights/weekends required
- Salary range is \$44,000 - \$46,000 depending on skills & experience
- Benefits include medical, dental, vision insurance, company-paid short-term and long-term disability and life insurance. We provide paid time off including: two weeks' vacation (accrued monthly and accessible within 90 days), 12 paid holidays, 6 personal days and paid sick time.

To apply, submit cover letter and resume, as a PDF file, to Mattie Wilson at mwilson@garfieldpark.org. Applications will be reviewed on a rolling basis with preference given to materials sent on or before September 30, 2022. Please no phone calls.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.