

EXHIBITIONS MANAGER EDUCATION & EXHIBITIONS



Direct Supervisor:	Director of Education & Exhibitions		
Department:	Education & Exhibitions	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	Commensurate with experience	Exempt/Non-exempt:	Exempt
Contact:	hr@lewisginter.org	Position Type:	FT
Date Posted:	October 20, 2021	Posting Expires:	Until Filled

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a nonprofit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the Garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
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Job Description

As a leader within the Education and Exhibitions Department, the Exhibitions Manager works collaboratively to implement seasonal exhibitions and related programming that supports the Garden's mission, engages our community, and encourages visitation. They ensure the safe, secure, timely, and successful completion of all necessary designs, budgets, contracts, schedules, coordination measures, logistics, and program offerings for exhibitions. The Exhibitions Manager supervises exhibition installation, implementation, evaluation, break-down, and reporting. The successful candidate will be an intuitive, creative, resourceful, innovative, flexible and experienced leader with a proven record of success in designing and managing exhibitions, projects, or programs in gardens, arboreta or other cultural nonprofit organizations. The Exhibitions Manager will embrace and represent the diverse community and region that we serve and ensure relevance of exhibits for all audiences.

Responsibilities

- Creates, implements and manages a 36-month schedule of exhibitions.
 - Researches, analyzes, and proposes innovative exhibitions that are mission appropriate, cost-effective and relevant to our diverse community.
 - Leads the inter-departmental Programming & Interpretation Committee, communicating and coordinating content, planning, and calendars with staff and volunteers.
- In coordination with other Garden staff and community partners, creates and implements inclusive interpretive materials and educational programming.
 - Coordinates programming related to seasonal exhibitions with teams across departments for member previews, drop-in activities, performances, special events and gift shop.
 - Ensures aesthetic and inclusive design, content, and production of exhibition-related materials.
- Provides superior leadership and establishes strong working relationships with internal and external partners.
 - Designs, coordinates, implements, and monitors staff and volunteer working groups.
 - Actively seeks and maintains positive partnerships with team members across the Garden for support of exhibition success.
 - Maintains consistent and close professional relationships with volunteers, artists, community arts organizations, and peers at other Gardens nationally and internationally to stay current for potential exhibitions.
- Devises, documents, maintains, and manages annual exhibition plans and budgets for the current and subsequent two fiscal years.
 - Works closely with Advancement Department to develop grant and sponsorship proposals as well as post-exhibition reports.
 - Determines annual budget needs, authorizes budget expenditures, and manages the assigned operating budgets for individual exhibitions in collaboration with Finance Team.

Skills and Abilities

- Strong leadership skills, including expertise in effectively supervising, mentoring, motivating and managing staff, interns, and volunteers.
- Foster teamwork and mentor staff, interns, and volunteers by modeling best practices alongside them, embracing the Garden's commitment to excellence in all departments, willingly and cheerfully integrating necessary work with the numerous tasks already assigned other departments.
- The ability to work effectively and respectfully with people of diverse cultures, ages, and economic backgrounds.
- Knowledge of evaluation methods as it relates to exhibitions, programs, or events.
- Excellent organizational, administrative, and creative-thinking skills, with a proven ability to balance the vision and mission of an institution with great attention to detail.

- Ability to prioritize work and meet deadlines while juggling multiple tasks and projects, planning months and years in advance while responding to day-to-day demands.
- Excellent verbal and written communication skills.
- A demonstrated positive approach to problem solving and collaborating with others.
- Technical proficiency with computers, databases, Microsoft software programs, and social media platforms.
- Flexibility to work weekend, evening and holiday hours, as needed.

Each employee of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, families in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.
- Must report all injuries and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.

Physical Demands / Working Conditions

- Ability to carry up to 40 lbs.
- Must be able to move throughout the 82-acre Garden property, as needed.
- Must be able to work outdoors in all weather conditions including heat, cold, wind, and humidity.
- Must be able to sit, stand, walk, stoop, kneel, crawl, reach, push, pull, lift, grasp, feel, and utilize repetitive motions for prolonged periods of time.
- Must be comfortable working in immediate proximity to general public in a safe and friendly manner.
- *Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

Education and Experience

Required

- Bachelor's degree in Museum Studies (B.A./B.S.) or related field; An equivalent combination of skills, education and experience may be considered.
- Minimum 3 years' supervisory experience; demonstrated ability to provide staff/volunteer support, coaching and development, and conflict resolution.
- Demonstrated experience in reaching, welcoming, and including marginalized audiences in exhibition and/or program development.
- Proven record of success in designing and managing exhibitions, projects, or programs.
- Must have or be able to obtain and maintain CPR and First Aid certification.

Preferred

- Prior experience in a botanical garden, museum, or cultural non-profit.
- Proficiency in conversational Spanish desirable.
- 5 years' supervisory experience; demonstrated ability to provide staff/volunteer support, coaching and development, and conflict resolution.