

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



CAREER OPPORTUNITY

Exhibition Designer

Salary: \$66,557 to \$75,884

Royal British Columbia Museum

We are seeking a highly talented, visionary and innovative Exhibition Designer to share the responsibilities of leading on the design and detailing of a major re-envisioning of the core galleries at the Royal BC Museum. This position is also responsible for the design of our temporary and travelling displays and other duties as required. A comprehensive knowledge of contemporary exhibition design, graphic design, and fabrication techniques and materials is a must. This position requires excellent written and interpersonal communications skills, and coordination with a broad cross section of museum staff and external partners. This position also requires a close collaborative and collegial relationship with our internal production team.

The ideal candidate will be a highly experienced professional with a minimum of seven years' work history in the commercial design sector or museum world with a significant portfolio of past exhibitions projects. They will have fluency in VectorWorks and Adobe Creative Suite. Experience with 3D modelling, 3D printing or CNC software is beneficial. They will be a proactive and organized planner with a demonstrated understanding of CAD standards, drawing package organization, and file management. They will also be proficient with graphic design and have experience laying out and producing 2D graphics for print. They will demonstrate an understanding that a museum environment presents a spectrum of special requirements ranging from appropriate presentation of cultural objects to specifying display materials that meet conservation requirements. They will also demonstrate a commitment to principles of Equity, Diversity, Inclusion and Accessibility.

This position requires criminal records checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (be Canadian citizens or have Permanent Resident status).

Preference may be given to those applicants who self-identify as Indigenous.

Please refer to the full job description found at <https://royalbcmuseum.bc.ca/about/people/employment> for more detailed information regarding the duties and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

We are accepting applications for the opportunity until **11:59 PM (PST) December 12th, 2021**.

Please submit your application in PDF format to the Human Resources branch quoting Competition RB2021:35 via email to: humanresources@royalbcmuseum.bc.ca

POSITION TITLE:	Exhibition Designer	POSITION NUMBER(S):	47259, 103396
DIVISION:	Operations		
DEPARTMENT:	Exhibitions	UNIT	Design
SUPERVISOR'S TITLE:	Head of Exhibitions	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Heritage Resource Officer 24	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

We have over 7 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

DEPARTMENT OVERVIEW

The Exhibitions Department plans, designs and constructs exhibitions and attractions for the Royal BC Museum. Exhibitions produced include those that reside permanently in the Royal BC Museum precinct, those that are temporary, and those designed specifically to travel to other locations throughout the world. As well, the section provides ongoing maintenance and care of all Royal BC Museum exhibitions, in order to ensure ongoing preservation and safety of both the exhibitions and the collection, valued at approximately \$200 million.

PURPOSE OF POSITION

Reporting to the Head of Exhibitions, working in a project team, the Exhibition Designer conceives and then develops a detailed design that communicates the intellectual storyline and a compelling visitor experience. The position integrates the needs of various Royal BC Museum stakeholders [Curatorial, Conservation, Exhibitions, Education, and Facilities] and those of the visitors to the Royal BC Museum. Both manual and computer-based means of drawing and communication are used throughout the design process. The Position is responsible for both the three dimensional and graphic design for all exhibitions [permanent, temporary features, small individual displays. Manages the generation of full production specifications and drawings from which the Production Team take their instructions. At times, this Position participates in museum facility-related design projects as the Position has responsibility for the 'design quality' of all presentations viewed by visitors throughout the building and site.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
- Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.

NATURE OF WORK AND POSITION LINKS

Design development involves non-routine, original and creative work, analysis of large volumes of information and variables, articulation of solutions to complex and often conflicting criteria. The concept design work establishes the principal methods of spatial organization and built-form within exhibitions (serving the needs of museum visitors of all abilities and of staff, specimens and artifacts), and substantial information must be simply and clearly communicated. This demands innovation in communication through design.

Designs must address a broad range of accessibility, GBA+ and Universal Design considerations for both the staff and visitors to the museum.

Exhibition design must meet rigorous demands: academic accuracy, protection of the collection on display, the need to satisfy different learning abilities of visitors, the need to accommodate different perspectives on a topic. Furthermore, projects often demand the development of solutions while not all-critical information is available.

The direction and design of each exhibition has long term implications: physical elements of any presentation need to have a life beyond the initial presentation. Design must address issues of sustainability by ensuring that when practical physical components can be recycled or re-used in subsequent presentations.

Frequently, the Exhibition Designer is expected to develop solutions for a variety of challenges on various projects occurring simultaneously. The ability to prioritize the exhibit-related needs of various departments in the development of an exhibition requires a high degree of judgement and organisational skill.

This position has a high degree of independence. General meetings are held with the Head of Exhibitions, to review the conceptual design direction for exhibitions. Meetings are held with the Production Manager to review the content and timeliness of the work, as needed. Periodic meetings with Executive Members are held to review or update the design development of projects.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Under the direction of the Head of Exhibitions, and together with the production team, this Position works with Curators, Public Programmers, Exhibit Art Technicians, Graphic Designers and Trades, to develop in full detail all design-related components of an exhibition.

Concept Design:

- Based upon the structure of ideas outlined in a project brief or interpretive plan, develops the creative direction for all three-dimensional and two-dimensional design aspects of an exhibition project. This includes architectural elements, showcases, display furniture, materials, graphics and signage, accommodation for audio visual presentations, finishes and a variety of other design elements. Consideration must be given to access for visitors of all abilities. Design must conform to applicable building and safety codes.

Design Development:

- Based upon the conceptual design, this Position directs and/or executes the creation of detailed design drawings and specifications for of all exhibition elements describe all aspects of all components of design, preparing manual and computer documents, mock-ups and a variety of other media;
- Establishes the graphic look and feel of every exhibition including all two dimensional [interpretive signage, title graphics, images, maps and other graphics that appear in an exhibition; and either executes the work themselves, or in some cases, provides direction for a Graphic Designer. Works to design and specify all materials and surfaces required for graphics are developed, coordinated, sized and properly provided; and
- In partnership with a Collections Manager or Conservator, access collections to take specific measurements of objects intended for display within an exhibition;
- Under the general direction of the Head of Exhibitions, participates as a team member in coordinating the exhibit-related activities of Conservation, Exhibitions, Public Programs, Learning, and Facilities.

Production Coordination:

- Provides the exhibition production staff with detailed and accurate design drawings prepared manually and/or electronically to allow them to build the physical elements of the exhibition – walls, architectural elements, display cases and furniture;
- For small exhibitions, prepares drawings required for production/fabrication of three-dimensional components;
- Produces print-ready graphic files for all graphic panels, labels, etc. associated with the exhibition;
- Coordinating with the Production Manager and/or the Head of Exhibition, the Designer recommends suppliers and monitors aspects of exhibition production; and
- Under the general direction of the Production Manager and/or the Head of Exhibitions, develops pricing packages for designs, monitors three-dimensional components to remain on budget and monitors fabrication and installation of three-dimensional components to review compliance with design intent.

Supervisory:

- Responsible for planning, organizing, scheduling and coordination of work through assigned project teams.
- Responsible for providing instruction, direction, guidance and advice to project teams.
- On some major projects, the Position will manage the work of contracted design teams and consultants.

Other related duties:

- Research and Development of exhibition components;
- Stays current with latest museum display philosophy, techniques, products and supplies;
- Participates in the development of exhibition design standards and evaluations; and
- Performs other duties as assigned.

FINANCIAL RESPONSIBILITY

- Performs financial estimates for input to contracts, budgets, purchasing decisions requiring subject matter or program knowledge as well as detailed planning
- Purchases images, approves production to be sent to print

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	0	Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input checked="" type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

TOOLS / EQUIPMENT

Design equipment and software:

- VectorWorks 2016 or higher;
- Adobe Creative Suite, specifically:
 - InDesign
 - Photoshop
 - Illustrator
- Rhinoceros 6.0 3D modelling
- 3D Printing software, specifically:
 - PrusaSlicer
 - Chitubox
- Fusion 360 and CNC software knowledge would also be beneficial.

WORKING CONDITIONS

Standard office environment, with occasional exposure to noise, dust and other potential hazards during visits to construction sites.

Physical Effort:

Extended period of computer work in excess of 70%. Explicit attention to detail.

Concentration:

Concept design, design development and production coordination require sustained periods of concentration. It is a critical aspect of the position that concentration and focus be maintained through necessary interruptions for coordination of information

OPERATIONAL CONDITIONS

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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EXCLUDED MANAGER AUTHORIZATION

<p>I confirm that:</p> <ol style="list-style-type: none"> 1. the accountabilities / deliverables were assigned to this position effective: October 26, 2021. 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s). 		
NAME: Michael Barnes, Head of Exhibitions	SIGNATURE:	DATE:

SELECTION CRITERIA

<p>Education:</p> <ul style="list-style-type: none"> • Post-secondary degree or diploma from a school of art or design; such as Environmental Design, Industrial Design, Interior Design, Graphic Design, Architecture; or an equivalent combination of education and experience. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum seven years of experience in exhibition design, or design fields with a clear parallel to exhibition design. Experience working within a museum a benefit; <p>Knowledge:</p> <ul style="list-style-type: none"> • Extensive knowledge of modern graphic, architectural, industrial and mechanical design elements; • Knowledge of current trends in exhibition design, as well as techniques and products used in museum exhibition presentations; • Knowledge of technologies associated with exhibition programs, concepts and production (e.g. design, materials, psychology, education philosophy, building/fire code and access issues); • Working knowledge of museology, especially conservation; • Working knowledge of graphic design, typography and graphic design production techniques; and • Working knowledge of exhibition lighting and exhibition technology <p>Skills/Abilities:</p> <ul style="list-style-type: none"> • Demonstrated ability to develop clear three-dimensional solutions to complex problems; • Proficiency in use of computer-aided design software [Vectorworks] and graphic design software [Adobe Creative Suite]; • Experience with 3D modelling, 3D printing or CNC software is beneficial.

- Ability to clearly communicate design ideas both verbally and visually, including demonstrated ability to read and produce two- and three-dimensional design drawings;
- Strong hand-sketching skills for rapid visualization and communication of design intent;
- Physical model making skills;
- Good interpersonal skills and the ability to collaborate on a team;
- Superior graphic design skills;
- Strong problem-solving skills;
- Demonstrated ability to develop and execute design-drawing packages adhering to proper CAD standards and best practices; and
- Ability to motivate and inspire staff

COMPETENCIES

Teamwork & Cooperation
Results Orientation
Innovation
Conceptual Thinking
Planning/Organizing/Coordinating
Problem Solving