## Exhibitions Job Family

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<th>Level</th>
<th>Function/ Roles</th>
<th>Experience &amp; Education (Minimum Required)</th>
<th>Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 58E   | Exhibitions Management I | Bachelor’s degree  
Master’s degree preferred  
7+ years of relevant experience  
Advanced knowledge of artistic and technical concepts, principals and techniques | • Provides leadership in the development and implementation of the overall exhibition program  
• Serves as chief designer in conceptualizing and implementing visionary approaches to gallery and public spaces  
• Develops exhibit in collaboration with curatorial staff  
• Manages exhibition project teams  
• Administers planning and management of projects, budgets and exhibition staff | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages a small sized exhibitions function (consider the size of the budget and the number of exhibitions) | RECEIVED:  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN:  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |