



EXHIBITS DEVELOPMENT GROUP

TOURING EXHIBITIONS MANAGER

Status: Permanent, Full Time
Travel: Required, Minimum 70%
Compensation: Salary + Full EDG Benefits

Job Summary:

The Touring Exhibitions Manager is responsible for the secure and successful delivery and installation of the traveling exhibitions within budget and within contractual requirements. The position requires the Touring Exhibitions Manager to be onsite at each hosting venue for the installation and de-installation periods (as permitted by the exhibition tour schedules). The position will report to the Director of Tour Operations.

To apply, please email a cover letter and the following applications materials to the EDG Human Resources at hr@exhibitsdevelopment.com.

- List of project experience, including roles and responsibilities per project
- CV/Resume

Responsibilities:

Tour Operations

- Works with internal and external stakeholders to assemble and manage project teams and their deliverables.
- Manage Tour Operation Budgets, effectively reducing EDG risk and increasing profit; communicating cash flow needs for operational expenses per the project schedule/calendar.
- Establish and manage Tour Ops schedules; including but not limited to site surveys, installation/de-installation and transportation; and keeping to deadlines and avoiding delayed Openings, shipments, etc.
- Coordinate transportation for all Exhibition tours, including customs when applicable.
- Manage vendor relationships, pertaining to Tour Ops (i.e. transportation providers, customs broker), including actively researching and identifying potential key vendors, partners, and collaborators to assure EDG delivers highest quality services to clients while being economically aware.
- POC for Venues, as pertaining to Tour Ops.
- Ensure EDG is fulfilling its duties and responsibilities related to Tour Operations (i.e. installation, handling of artifacts) and Logistics (i.e. transportation, insurance).
- Prepare and distribute operating manuals for exhibitions.
- Oversees contractual commitments between EDG and Venues.
- Travels to, leads and participates in majority of exhibition site surveys, installations and deinstallations.
- Manages, prepares and/or reviews all contracts related to exhibition tour operation services;
- Participates in exhibition milestone reviews and quarterly reviews.
- Monitors client satisfaction to ensure that the project/product meets or exceeds expectations.

Support Sales/Bookings

- Provide estimates as requested, including: Installation/de-installation, transportation, and insurance.

Saint Paul, MN

+1 651 222 1121 tel
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Washington, DC

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Exhibition Development

- Manage vendor relations, RFP processes including; tour operational functions including insurance, crating, conservation, logistics, transportation, etc.
- Support development of museum and service agreements, in particular consult on language regarding Tour Operations, Logistics, etc.
- Consult and support development of project budgets and project schedules.

General Requirements:

- General knowledge of and experience with construction equipment and materials, exhibit interactives and familiar with best object handling/installation practices.
- Experience leading a team and the ability to work with various types of people, including personnel at executive levels.
- Proven management skills gained from practical experience of managing substantial, high-quality exhibition projects within a museum environment, or similar.
- Proven experience of managing \$250,000 to \$5,000,000+ budgets through all stages of a project, including accurate forecasting and cost management.
- Demonstrated ability to develop plans that accurately assess and minimize costs thus increasing net revenues.
- Experience in working with CAD and ability to interpret design drawings into a physical space.
- Experience of managing and negotiating with external contractors.
- Excellent interpersonal, written and oral communication skills with the ability to foster cross-departmental relationships and handle potentially controversial subject matter in a sensitive manner.
- Technical awareness and ability, including advanced tool and construction knowledge, technical understanding of AV/media applications, and ability to operate fork lifts, scissor lifts and other equipment necessary for installation/de-installation of exhibitions.

Travel Requirements

- Estimated 70-85% Travel, 15-30% Office and Administration Work

Qualifications:

- Bachelor's degree from four-year college or university; or equivalent combination of education and experience.
- 5+ years of project and/or design management experience in museum, entertainment and/or tour presentations.
- Project Management, business and/or sales experience preferred.
- Strong interpersonal skills to build and manage relationships.
- Experience preparing Proposals, coordinating the bidding process - RFP's, negotiating-structuring contracts.
- Proficient in Microsoft Office suite with expertise in *Project*, *Excel* and *Word*.
- Advanced tool knowledge required; physical ability to climb ladders and lift at least 50lbs required; ability to operate fork/scissor lifts preferred.

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About EDG

Exhibits Development Group (EDG) provides an unparalleled array of exhibition services. Clients turn to EDG as an expert resource and an advocate to support their mission and maximize their assets. EDG continues to build its global reputation through the development, marketing, and distribution of high quality traveling exhibitions and ancillary retail services. As the industry leader in exhibition services, EDG is the distribution point for cultural exchange.

EDG is committed to initiating and promoting international cultural and intellectual exchange by bringing high-quality traveling exhibitions of art, science and history to a broad and diverse audience worldwide. EDG is dedicated to the development, production, marketing and distribution of traveling museum exhibition, cultural projects and corporate collections. We are devoted to maximizing our clients' assets while delighting their visitors with educational and entertaining exhibition experiences.

Please visit our website for more company information: www.exhibitsdevelopment.com



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