

## **BROADWAYCON MUSEUM COORDINATOR**

The Museum Coordinators will report to the BroadwayCon Programming Director to curate the BroadwayCon Museum, featuring items such as set models, costumes, props, and artwork. The Museum Coordinators will have a hand in all creative, logistical, and on-the-ground elements of the exhibit.

### **Qualifications**

- Passion for theatre, including its history and its creative/technical elements
- Excellent written and oral communication
- Strong creative problem-solving skills and an ability to come up with innovative ideas
- Familiarity with Broadway community and NYC metro area
- Excellent organizational and administrative skills
- Excellent self-management skills and ability to work independently
- Excellent collaborative skills and ability to work as a member of a team
- Experience with the following are a plus: set design/set dressing, creating floor plans

### **Responsibilities**

- Creating a theme for the 2018 exhibit
- Working with external partners to identify potential loans
- Communicating with lenders
  - Identifying special requirements for displaying items and working to ensure all requirements are met
  - Scheduling and facilitating pick ups and drop offs
- Creating a layout/floorplan for the exhibit, including all displays to be purchased
- Safely transporting and guarding all items while in the possession of BroadwayCon
- Writing copy for item identifiers
- Maintaining a calendar and meeting deadlines/benchmarks for museum curation
- Maintaining up-to-date tracking documents which clearly communicate progress
- Working with BroadwayCon Programming Department to create a space that fits with the rest of the event's content
  - Giving input on panels, speakers, and themes for programming if so desired

This is a volunteer position requiring approximately 1-4 hours of remote work per week until January 2018. It also requires on-site work at BroadwayCon 2018 for Thursday daytime loan pickup and load-in, Sunday night load-out, and Monday daytime loan return.