

Sterling Memorial Library Exhibits Program Roles and Responsibilities

Exhibition Program Manager

- Leads the production, installation, and maintenance of exhibits across the YUL system, including BRBL, Haas Arts Library, Lewis Walpole Library, Manuscripts and Archives, and Sterling Memorial Library. Works directly with curators, librarians, archivists, Library staff, faculty, and students in planning and designing exhibit installations.
- Chairs Sterling Memorial Library exhibits committee and manages centralized master production calendar.
- Reviews items selected for exhibition with individual curators to determine physical and environmental display concerns and needs. Refers items to conservators and coordinates treatment work with master production schedule. Works closely with Preservation Field Services Librarian ensure that in-house exhibition environments meet preservation standards.
- Performs research and makes recommendations to exhibit curators regarding appropriate mounts and displays to be used and fabricated for their exhibits.
- Creates and maintains exhibition documentation, customized exhibition production plans/checklists, selection tracking tools, spatial visualization tools, and label copy templates.
- Provides manuals and mentoring for student exhibition curators.
- Designs and fabricates mounts, mats, frames, book cradles for a wide array of Library collection materials predominantly held in the Library's special collections.
- Oversees staff, student assistants and outside contractors involved in exhibit projects. Provides training and guidance to non-Library exhibit curators in Library policy, protocols, and standards for the safe display of Library materials.
- Oversees the management, documentation, and transportation of loans for SML exhibitions. With YUL conservators, organizes and supervises the proper handling, packing and unpacking of art objects loaned between YUL libraries and collections for SML venues.
- Acts as liaison to Library Communication Office on branding and label/copy standards and production. Communicates schedules for exhibitions and related events.
- Provides training for liaison librarians as needed.