

## JOB DESCRIPTION: Exhibits Coordinator

### About Green Card Voices

Founded in 2013, Green Card Voices (GCV) uplifts immigrant and refugee voices through first-person storytelling. Through bilingual books, youth anthologies, video narratives, traveling exhibits, Story Stitch programs, and educator partnerships, GCV advances belonging, equity, and connection nationwide. As GCV continues to grow, strengthening individual giving and sponsorship revenue is essential to long-term sustainability.

### Position Overview

*Green Card Voices is seeking an **Exhibits Coordinator** to coordinate the planning, touring, and community engagement across Minnesota of GCV's traveling storytelling exhibits (Twin Cities Stories, STEM Voices, Voices of Ukrainian, and Newcomers from Afghanistan). This role will oversee the logistics, partnerships, and implementation of a statewide initiative to expand GCV's exhibit program while supporting the development of a new bilingual multimedia exhibit inspired by *Our Stories Carried Us Here*.*

*The Exhibits Manager will ensure that exhibits travel successfully to museums, libraries, schools, universities, and community organizations while coordinating live storytelling events, author visits, and educational engagement activities that bring the exhibits to life for diverse audiences.*

**Contract term:** Grant-funded position tied to project timeline (April 2026–May 2027)

**Reports to:** Co-Executive Directors and Program Manager

**Works closely with:** Program staff, storytellers, illustrators, community partners, educators, and volunteers

*Strong performance and continued program demand may create the opportunity for this role to evolve into a longer-term position, though continuation is not guaranteed.*

### Core Responsibilities

#### Exhibit Touring Coordination

- Coordinate scheduling, logistics, and communication for traveling exhibits across Minnesota
- Work with host venues, including museums, libraries, schools, and community organizations
- Coordinate exhibit shipping, installation, and removal logistics
- Pick up and drop off the exhibits between the storage and host venues

#### Community Partnerships & Engagement

- Build and maintain partnerships with host sites and community organizations
- Coordinate storytelling events, author talks, and community engagement activities connected to exhibits
- Capture photos and videos at exhibits and events for promotional and storytelling purposes
- Support outreach and marketing to promote exhibit installations and events

#### Exhibit Development Support

- Support the development and launch of the new bilingual exhibit inspired by *Our Stories Carried Us Here*
- Coordinate logistics with designers, storytellers, illustrators, and production partners
- Assist with integrating multimedia and educational components into exhibit materials

### **Program Coordination**

- Maintain project timelines and assist with tracking activities related to grant deliverables
- Document exhibit tour sites, partnerships, and program activities to support reporting and evaluation

### **Qualifications**

- 2-3 years of experience in program coordination, museum or exhibit programming, cultural programming, or related fields
- Experience coordinating multi-site programs, events, or traveling initiatives
- Strong organizational and project management skills
- Experience building partnerships with community organizations, cultural institutions, or educational partners
- Strong communication and relationship-building skills

### **Compensation & Structure**

- Full-time, grant-funded position
- Salary: \$50,000 annually
- Benefits include a monthly health insurance stipend and a monthly wellness stipend to support employee well-being
- Minnesota-based is **required**, with the ability to travel to partner sites across the state

### **Interested in joining the Green Card Voices team and helping bring immigrant and refugee stories to communities across Minnesota?**

Please complete the application form at the link below. You will be asked to answer a few short questions and upload your résumé and cover letter.

**Apply here:** <https://forms.gle/h1xryuhyeTtGm5Wsg>