



RCHS Hmong Exhibit Designer and Project Manager
March 16, 2026

Project Description

RCHS desires the services of a qualified Exhibit Designer and Project Manager to streamline and execute an exhibit plan, celebrating the 50th anniversary of Hmong people and culture in Minnesota. This exhibit designer and project manager must have experience in this style of design as well as be a member of or have deep familiarity, connection, and knowledge of the Hmong community and experiences. This exhibit is scheduled to open in the RCHS Gallery in the Landmark Center on June 25, 2026 and run through May 15, 2027.

Scope of Services

This contractor will implement the components of an existing exhibit plan. The exhibit will present Hmong history in Ramsey County through a carefully curated combination of historical and contemporary photographs, commissioned and existing artworks, oral histories, and a contextual text presentation through information panels and displayed objects. Designed to be visually striking and welcoming, the exhibit will also incorporate Hmong motifs wherever feasible. The exhibit design should prioritize visual storytelling (over lengthy text), enhancing accessibility, and creating multiple points of entry with a wayfinding map/graphic to orient visitors, no matter at what point they enter the space. Each of these features allows a broad public audience to engage meaningfully with the content regardless of prior knowledge, including Hmong community members, educators, students, and general visitors to the Landmark Center. This exhibit will reach a broad public audience through the on-site presentation, and a permanent digital version hosted on the RCHS website.

Under the designer's direction, video interviews and photographs of community members will be taken. The designer will write, create, and produce all media components, exhibit panel content, and produce and install the exhibit. They will coordinate with community artists and artisans to commission or use existing and appropriate artworks for inclusion in the exhibit as they relate to exhibit themes. They will coordinate with RCHS to install the exhibit in the RCHS Gallery on the first floor of the Landmark Center, a national register property in downtown St. Paul. The RCHS Gallery on the first floor of the Landmark Center operates within a historic, publicly-accessible building, requiring exhibit elements that are both durable and appropriate for a shared civic space.

Budget

The selected candidate will be paid \$12,000.00 for the creation and installation of the exhibit in 3 installments based on successful benchmark deliveries. This sum includes all aspects of project completion, including meeting with RCHS to confirm work plan and deliverables; writing, producing, and installing exhibit text panels and any artifact labels; videography (interviews, scripting with voiceover/music, and open caption production); securing artist agreements for commission or exhibition of existing works for physical exhibition and www.rchs.com website presentation; and any artifact loan paperwork for run of physical exhibition (June 25, 2026-May 25, 2027). \$3,000.00 is available for artist fees and honorariums. \$3,000.00 is available for the physical production and installation of all panels and exhibit place-setting furniture (benches, etc.). This project is funded entirely by the Arts and Cultural Heritage Fund and these are the only funds available for this project.

Requirements

The qualified Exhibit Designer will:

1. Demonstrate 5 years of experience working in/with the Ramsey County Hmong community;
2. Provide a research/writing sample;
3. Provide a portfolio of their design work and/or samples of design work
4. Demonstrate successful experience developing and designing exhibits that include multiple venues and programs;
5. Experience working with multiple private and public entities;
6. Understanding and experience working within the standards of National Association of Interpretation. Their work product must meet those standards.
7. Have experience managing projects and giving direction to team members and providing feedback to RCHS staff

Desirable Qualifications

1. Strong visual design and layout skills
2. Knowledge of typography, color theory, and composition
3. Ability to translate ideas into clear visual concepts
4. Experience developing brand-consistent materials
5. Proficiency in design software such as Adobe Creative Suite (especially Adobe Photoshop, Adobe Illustrator, and Adobe InDesign)
6. Familiarity with digital design tools like Figma, Sketch, or Canva
7. Understanding of print production and digital publishing
8. Basic knowledge of web design for online exhibit

Deliverables

This **implementation phase is approximately 2.5 months long** from contract signing, April 3, 2026 through installation by June 22, 2026. Timing is compressed due to funding schedule to produce and install all components of the exhibition by June 22, 2026.

Proposal Submission

Please provide your proposal, including your plan to create this exhibit, along with your resume, a writing sample, and list of professional references to Mollie Spillman, RCHS Director of Collections and Exhibitions, mollie@rchs.com by 5:00 PM on Monday, March 30, 2026.