

## **Assistant to the Exhibits Curator and Museum Facilities Manager**

Tri-Cities Historical Museum

**Department:** Exhibits

**Reports to:** Exhibits Curator

**Pay:** \$15.00 per hour

**Classification:** Part Time, 20 hrs/week

**Status:** Non-Exempt

**Eligible for Benefits:** No

### **Purpose:**

Assists the Exhibits Curator and Museum Facilities Manager with the creation, building, installation and maintenance of the museum's exhibits at the Akeley Museum and several outreach locations throughout the Tri-Cities.

### **Qualifications:**

A minimum of a high school diploma, Bachelor's degree in history, museum studies, design or a related discipline preferred. Ability to organize and manage multiple tasks and meet deadlines. Good communication abilities including written, verbal and presentation skills. An emphasis will be placed on collaboration, communication and teamwork.

### **Duties and Responsibilities and time allocation percentage**

#### **Assisting with Exhibit planning, management, development, design, and fabrication 90%**

- Conducts research and works collaboratively to prepare concepts, conceptual and detailed designs to effectively convey and interpret an exhibit's key messages.
- Works with the Exhibits Curator and Museum Facilities Manager to write text labels, for exhibits.
- Ability to design and implement components of "hands-on" exhibit elements.
- Ensure that artifacts are exhibited in a safe and protected manner according to industry standards.
- Work with marketing and design company to create graphics for purpose of exhibition and promotion of current exhibits.
- Prepare, assemble, and send printed exhibit materials to the printer.
- Assist in maintaining all aspects of the changing exhibition schedule to assure downtime between exhibits is managed to avoid a negative impact on the visitor and educational experience.
- Assist with planning for renovation or upgrade of gallery interiors, equipment and furniture as needed.
- Maintain/repair permanent and temporary exhibits as needed.
- Oversee work of volunteers in exhibition maintenance and fabrication.
- Assist in creating a plan for maintenance and annual cleaning of exhibits.
- Maintain records of each exhibit.
- Must be Tech Savvy.
- Assist in selecting and developing themes, subjects, and content for off-site exhibits.
- Research using PastPerfect database and other sources as needed to select photos, objects, and/or archival material that would effectively represent and interpret the subject and content of the exhibit and develop label content for exhibit.
- Design exhibit presentation, order and prepare images and labels, oversee transportation and recordkeeping of artifacts and install and maintain exhibits.

**Miscellaneous Duties 10%**

- May be asked to write articles for the museum's publications which include *River Winds* and *Grand River Packet*.
- Regularly update the exhibits portion of the museum's website to ensure content is current.
- Provide event support when possible i.e. ticket selling at concerts, kitchen support at openings, etc.
- Create and maintain relationships with professional colleagues, community members, lenders and donors.
- Contribute content to the museums social media accounts.
- Other duties as assigned by the Exhibit Curator and Museum Facilities Manager.

**Necessary Exhibit Related Skills/Abilities:**

- Creative concept and design skills.
- Working knowledge of graphic design software (Adobe Creative Suite, Google SketchUp).
- Ability to work with a wide variety of hand and power tools during the fabrication process.
- Ability to monitor and maintain exhibits, displays and associated records.
- Ability to work independently, but within a team environment.

**Job Knowledge, Skills, and Abilities**

- Ability to demonstrate and effectively communicate a comprehensive understanding of the Museum's mission and value proposition as it relates to our current Strategic Plan.
- Outstanding written and verbal communication, with a proven ability to communicate effectively in public speaking and in interaction with key partners and professional affiliates.
- Ability to adhere to the highest ethical standards.
- Outgoing and optimistic, with exceptional customer service skills and the ability to work with a diverse public and a diverse workforce.
- Creative, collaborative, and strategic, with analytical and problem-solving skills.
- Demonstrated ability to handle multiple projects simultaneously while meeting deadlines, including the ability to prioritize and organize work effectively.
- Must be a self-starter and be comfortable working independently.
- Knowledge of museum programs and practices.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Suite.
- Ability to work weekends, holidays, and evenings as necessary.

Please send resume, cover letter and 3 references to Julie Bunke, Museum Director, 200 Washington Avenue, Grand Haven, MI 49417 or email to [jbunke@tchmuseum.org](mailto:jbunke@tchmuseum.org) no later than September 16, 2019.