SPECIAL EXHIBITS SPECIALIST

Date by Which Hire is needed: 8.14.2017

Job Vacancy Information
Job Title: Special Exhibits Specialist
Type of Position (check all that apply)
✓ Part-time: (6)
✓ Temporary: Number of days/weeks/months in duration:
Part-Time: Up to 25 hours per week. Required from August 2017 – October 2017
Starting Rate $8.50 per hour
Reason for Vacancy
✓ New position/Special Exhibits

Job Description:
Special Exhibits Specialists are expected to maintain a safe, hospitable, engaging, credible, and effective environment for our guests in our special exhibitions. They accomplish this by providing interpretation of exhibit content and objects, leading floor programming, assisting special presenters, and assisting guests with interactive activities, and perform other related duties as assigned. Specialists will work in both Star Wars Power of Costume and Shakespeare and the Queen City.

Responsibilities:
80% Facilitation of Exhibition Experience
• Provides protection and safety for our guests and the exhibits*
• Maintains a hospitable, engaging and credible educational experience for our guests*
• Interprets exhibit content, objects and specimens utilized in museum programming in an engaging and credible way*
• Assists visitors with interactive activities
10% Exhibition Operations
• Assist Coordinator with proper open and close of exhibition as necessary
5% Training and Development
• Attends content training sessions as appropriate
• Ongoing training and furthering of local and organizational knowledge
5% Other duties as assigned

Qualifications:
• Previous experience in museums or non-traditional education settings a plus.
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• Ability to work a flexible schedule including weekdays, holidays, evenings, and weekends
• Some college required.
• Teaching, instructional, or theatrical experience helpful
• Excellent public relations and verbal communication skills are required
• Versatile, enthusiastic and creative
• Ability to work and interact with visitors of all ages and learning styles
• A delicate touch when handling three-dimensional artifacts
• Ability to communicate with other staff through oral and written communications in an understandable and pleasant manner in order to develop and maintain working relationships with peers
• Excellent research, writing and word processing skills a plus

Working Conditions:
Position is temporary August 2017 through October 2017, part time not to exceed 25 hours per week. Some evening, holiday, and weekend hours will be required.
The majority of time is spent in an exhibit environment with special lighting and other effects. Other work may be oriented throughout Cincinnati Museum Center’s main campus in Cincinnati’s West End. Travel to other facilities such as the Geier Research & Collections Building, the Eulett Center or other off-site locations is a possibility.

Physical Requirements:
Incumbent must be able to stand for long periods of time with occasional bending, stooping, lifting. May be required to lift up to 35 pounds. Must also be able to move supplies in and out of storage rooms, set up tables and chairs and open and close room dividers.

To apply, please click the link provided:
http://www.cincymuseumgroup.org?gnk=job&gni=8a7886a35ced50ad015ceeed1deb5494&gns=HIRE%20NKU