

JOB DESCRIPTION

PROGRAMS COORDINATOR, EXHIBITS LEAD



JOB INFORMATION

Job Title: Programs Coordinator, Exhibits Lead	Department: Programs
Reports To: Programs Director	FLSA Status: Part-time, Hourly,

SUMMARY

The Programs Coordinator will support MOWT's mission to educate, entertain and inspire by working with exhibits, collections, and education. This particular Programs Coordinator (the Exhibits Lead) will work more closely within MOWT's Programs Department using skills and passion to complete and supervise the completion of creative, enrapturing, and educational exhibits surrounding select parts of the collection.

MAIN TASKS- PROGRAMS COORDINATOR

1. Ensure the successful implementation of MOWT's mission to educate, entertain, and inspire.
2. Work, depending on the particular needs of the Programs Department on any given time, on:
 - a. Planning, developing, implementing, and evaluating exhibits.
 - b. Planning, developing, implementing, and evaluation educational programs
 - c. Caring for and managing museum collections
3. Promote equality and diversity in all aspects of your work.
4. Work closely with volunteers or interns while working on projects, if required.
5. Where necessary, develop and maintain excellent relationships with loaners and donors in close cooperation with other Programs staff. Shows dedication to first-class customer service at all times, not just during program delivery.
6. Attend museum trainings and other professional development opportunities.
7. Help to maintain the Museum's activity and exhibit spaces.
8. Assist Programs staff with the development of partnerships and ventures both within the MOWT and with other external organizations where necessary, including academic partners and lenders.
9. Communicate and partner with all relevant sections of MOWT on behalf of and in coordination with the Programs Department and help with museum-wide projects when needed.

SPECIFIC TASKS- EXHIBITS LEAD

1. Undertake a wide range of research tasks both on actual artifacts and the events and eras surrounding them. Some research may be relevant to new exhibits and some may be to update MOWT's records.
2. Contribute to development of the structure, themes and content of both new and old exhibits, including developing specific research subjects as required.
3. Assist with the process of object selection for exhibits.
4. Utilize PastPerfect to store information and work with Programs staff to manage records.
5. Be open to civil and respectful debate on the exhibition subject both within and outside the Museum, but most importantly within the Programs Department.
6. Oversee logistics of physical preparation and completion of exhibits. Communicate budget, supply and preparation needs to Programs Director.
7. Assist Programs staff with all aspects of briefing and provision of information to the graphic designers, contractors, sign writers, and other exhibit workers.
8. Work very closely with educators to ensure compatibility of exhibits with educational programming and superb interpretive quality in exhibits.

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REQUIREMENTS

1. College level work or equivalent experience in history, museum studies, education, or a related field. Master's degree a plus. Proven research experience required. Previous experience in museum work a major plus.
2. Experience with fabrication, PastPerfect, Adobe Design Suite, and customer service are preferred. Willingness to learn in these areas is a must.
3. Exemplary verbal and written communication.
4. Ability and desire to engage with people of all ages, especially youth and seniors, with visual, audio, written, etc. displays.
5. Warmth, positive energy, and a sincere love of welcoming, encouraging, education, and engaging with the public.
6. Keen passion for fulfilling MOWT's mission of providing a gateway to the past which educates, entertains, and inspires lifelong learning.
7. Ability to complete academically sound research and thoroughly seek out multiple resources to create rounded, unbiased, and thought stimulating exhibits.
8. Ability to write in clear, concise, and interesting way and an understanding of the difference between academic writing and interpretive writing.
9. Ability to anticipate needs and plan and communicate accordingly.
10. Awareness of budgetary restrictions and eager flexibility to create solutions on a budget.
11. Dedication to thorough communication with supervisor and co-workers.
12. Eagerness to adapt quickly and cheerfully to customer and co-workers, even when it is not your specific job.
13. Flexibility to adapt along with program schedule. While a regular weekly schedule is the goal, night and weekend time may be required.

CERTIFICATES/ LICENSES/ REGISTRATIONS

1. First Aid/ CPR Certification a plus.

LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to deal effectively and courteously with user groups, their representatives, and the general public.
4. Ability to communicate in English in a clear and concise manner, both orally and written. Bilingual is a plus.

REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events, and stimulus may occur simultaneously.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, dealing with both abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to perform the following as a single act, or simultaneously: stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk, and hear.
2. The employee frequently is required to walk and/or stand.
3. The employee is occasionally required to sit.
4. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
6. The employee must be able to project their voice for presentations for time periods of up to 4 hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.