

## **Exhibits Associate**

Location: Greenville

Status: Part-Time

Schedule: 15-20 hours per week estimated, must be available to work Saturdays and Sundays

### **Job Responsibilities:**

- Routinely round the museum floor, being perceptive of all surroundings affecting safe, fully functional exhibits
- Attend to daily requirements identified to keep exhibits in good operating condition
- Proactively support special events, facility needs, and other needs of the Facilities and Exhibits department as assigned

### **Job Tasks:**

- Reset exhibit props to ensure exhibits are able to function as intended for the visitors
- Identify potential safety concerns or issues requiring further maintenance and escalate to appropriate parties
- Proactively communicate exhibit updates, failures, or repairs affecting the visitor experience to the appropriate departments such as Guest Services, Programming, and Volunteers
- Assist in exhibit repair
- Document problems or opportunities within exhibit spaces

### **Qualifications**

- Self-motivated, able to take instruction and complete tasks independently
- Have a good attitude and greet guests enthusiastically
- Able to multi-task and respond to concerns or new issues quickly

### **Experience**

0-1 years' experience in a facilities, exhibits, or hospitality field helpful, but not required

### **Technical Skills**

- Good verbal and written communication skills, able to articulate needs and requests of management
- Administratively organized and able to keep up with tasks lists and requirements
- Critical thinker, able to resolve issues
- Basic computer and tech skills – able to document, take photos, email, etc.

### **Personal Attributes**

- Interpersonal skills, able to interface with adult and child visitors to enhance their experience
- Team player, high energy and ethical
- Able to work in a fast-paced environment
- Service minded

Interested candidates should send a resume to [esobeski@tcmupstate.org](mailto:esobeski@tcmupstate.org)