

Exhibitions Associate

Application Deadline: January 31, 2025 or until the position is filled

Pay: \$17.50/hour, parking provided

TO APPLY: Please visit www.ocfl.net. Click on the employee tab, then career opportunities, and then external applicants. Search for job ID 36372 and click on the link. You will then be directed to apply for this specific job posting.

Location: Orange County Regional History Center, 65 East Central Blvd., Orlando, FL 32801

Job Description: The History Center seeks a dynamic and creative individual to be the Exhibitions Associate who will play a key role in providing support for the History Center's exhibitions department.

The exhibitions team at the History Center makes history come alive. The team is responsible for producing high-quality in-house exhibitions, installing traveling exhibitions, and the ongoing care and maintenance of the History Center's core experiences.

The Exhibition Associate is a key member of the team and is responsible for the daily maintenance of the museum's exhibitions. Additionally, this position supports all aspects of exhibition development including fabrication and installation, research, writing, and design. This position may be scheduled to support other museum functions on an as-needed basis, including working special events and community outreach events. Candidates should be curious about history and be able to adapt and thrive in a dynamic, project-based environment.

Applicants must be willing to perform general exhibition maintenance and installation tasks, including dusting, polishing, vacuuming, painting, light carpentry, printing, mounting, and hanging exhibition materials with precision and care. Candidates who like making things, and with experience in or interest in learning how to conduct historical research and basic graphic design principles are encouraged to apply. Prior museum experience is welcome, but not required.

The position is contract, hourly/non-exempt at 22-24 hours weekly. Shift hours may include, but are not limited to, select days Monday through Friday, between 8 a.m. – 5 p.m. with additional evening and weekend hours as required for the flexibility required of exhibition installs/deinstalls and to support other museum functions. The position does not receive benefits, except for parking.

Reports to: Curator of Exhibitions

DUTIES AND RESPONSIBILITIES

- Responsible for the daily upkeep of exhibits including cleaning and basic repairs
- Assist with exhibition installation, deinstallation, and fabrication

- Collaborate with exhibition team members and other museum staff on a variety of creative projects
- Assist with writing and editing exhibition copy, newsletters, or articles
- Conduct research using primary source materials, museum archives, and collections
- Supports other museum functions on an as-needed basis

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Minimum of a high school diploma
- Must have a minimum of 1-2 years performing tasks consistent with those identified under “Duties and Responsibilities”
- Ability (or willingness to learn) to perform tasks using hand or power tools (drills, sanders, etc.)
- Reliable and must report for all scheduled shifts on time
- Ability to accept direction and willingness to adhere to all museum standards and safety measures
- Detail-oriented, ability to work independently or in teams
- Ability to complete tasks in a timely manner and meet all deadlines
- Interest in learning aspects of museum exhibition development including research and writing, concept design, graphic design, fabrication, installation, and deinstallation
- Valid driver’s license and ability to provide own transportation
- Ability to lift at least 25 pounds, to sit or stand for long periods of time, to climb ladders, and to occasionally work in a warehouse environment

Preferred Qualifications

- Proficiency working with MS Office and Adobe Suite
- Understanding of museum best practices
- A creative, 'maker' mindset with experience in at least one or more of the following areas: carpentry, sewing, programming/electronics, graphic design

The above description and qualifications are not all-inclusive and represent a majority of the key responsibilities of this position. Other duties may be assigned in the course of activities as required to fulfill the directives of the museum and strategic plan. The work environment is primarily in the museum. Duties may include some moderate lifting.

*Final candidates must pass a background check, drug screen, and be lawfully able to live and work in the United States.