Exhibitions Associate

Application Deadline: November 18 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 30449 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 public displays.

The Exhibition Associate is a key member of the team and will support everything from exhibit research and writing to design, fabrication, and installation. Ideal 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 installation tasks, including painting and light carpentry, printing, mounting, and hanging exhibition materials with precision and care. Candidates with experience conducting historical research with primary documents, those who have a basic knowledge of graphic design, or those who like making things are encouraged to apply. Prior museum experience is welcome, but not required.

The position is contract, hourly/non-exempt at 17-22 hours weekly. Shift hours may include, but aren’t 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. The position does not receive benefits, except for parking.

Reports to: Curator of Exhibitions

DUTIES AND RESPONSIBILITIES

- Conduct research using primary source materials, museum archives, and collections
- Assist with writing and editing exhibition copy, newsletters, or articles
- Perform regular exhibit maintenance (including cleaning and general upkeep)
- Collaborate with exhibition team members and other museum staff on a variety of creative projects
- Ability to complete tasks in a timely manner and meet all deadlines

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• Assists in other areas and performs related duties as assigned

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”
• 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
• Ability (or willingness to learn) to perform tasks using hand or power tools (drills, sanders, etc.)
• Detailed-oriented, ability to work independently or in teams
• A curious, can-do attitude
• 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: research & writing, graphic design, carpentry, sewing, or programming/electronics

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.