Job Description: Exhibits Assistant  
Reports to: Assistant Director of Exhibits

The Exhibits Assistant is responsible for maintenance of the museum exhibits. S/he will assist the Assistant Director of Exhibits (ADE) in the supervision and maintenance/remediation of the Mississippi Children’s Museum’s exhibits and galleries. S/he is part of the Exhibits department and will work collaboratively with the exhibits team to highlight and expand the educational components of all the exhibits at the Mississippi Children’s Museum. S/he will also work collaboratively with the Facilities Department to ensure that all exhibits are safe and functioning as intended.

Responsibilities:

- Assists the Exhibits Team by ensuring that exhibits are playful and safe within all galleries.
- Assists with inventory of exhibit supplies, props and materials.
- Assists ADE with all other duties as it relates to the development and maintenance of museum exhibits and galleries.
- Assists with repair and cleaning of exhibits.
- Works with Facilities Team to transport and set up, breakdown and deliver traveling exhibits.

Qualifications and Skills:

High School diploma or GED required with preferred experience working or volunteering directly with exhibits in a museum or professional setting. Must have a valid driver’s license.

- Excellent interpersonal and verbal communication skills
- Commitment to customer service excellence and teamwork
- High comfort level working with a diverse public
- Able to use and/or learn to use specified tools for the moving and maintaining of exhibit pieces.
- Ability to lift 50 pounds to assist in the movement of exhibit elements.
- Ability and willingness to drive MCM’s 12-passenger van to transport smaller exhibits.
- Ability to work flexible schedule including weekends

Hours:
25 hours a week. Monday-Friday. Occasionally during the evening and on weekends for museum programs, exhibit installations and special events.
Principal Accountabilities

- Maintenance of museum exhibits and galleries
- Inventory of exhibit supplies, props and materials
- Special projects, and training
- Transport and set up, breakdown and deliver traveling exhibits