



Job Posting Exhibition Assistant Temporary Full Time one-year position Atlanta History Center

The Atlanta History Center is looking for a highly motivated and results-oriented professional to fill a full-time, *one-year temporary position* within the organization of **Exhibition Assistant**.

The individual is project personnel committed to work on interpretive exhibitions related to the opening of the Atlanta History Center Cyclorama and the painting, *The Battle of Atlanta*, scheduled to open in fall 2018.

This is a one-year position with benefits, October 2017-October 2018.

The successful candidate will be a strategic and innovative thinker, as well as a self-starter who demonstrates strong interpersonal, verbal, and written communications skills and energy, creative vision, and a sense of humor and charisma; has strong organizational and analytical ability, in addition to a positive attitude and human relations orientation; is goal-oriented and able to juggle multiple tasks simultaneously and meet myriad deadlines; and possesses a strong sense of personal and professional integrity with the ability to exercise authority and accept responsibility.

Responsibilities

- Work under the supervision of the History Center's Senior Military Historian in support of exhibition production related to the Cyclorama
- Maintains effective working relationships with the Vice President of Interpretation, Collections Manager, Director of Exhibitions, Exhibitions Project Manager, and other team members as required
- Photographs, identifies, and measures both museum and archival exhibition assets; uploads information to internal drives and to project sites for exhibition designers
- Researches and identifies additional content as requested, creating written summaries as needed
- Updates and maintains archival/visual arts exhibition and museum object spreadsheets to reflect current object information for AHC staff and other vendors and contractors
- Gathers, organizes, maintains, and disseminates research materials in support of the exhibition project
- Other related duties as required

Qualifications

- Bachelor degree required; graduate degree preferred; subject area need not be history, museum studies, or related fields
- Project management experience is desired

- Experience in exhibition production preferred: collections management/registration, curatorial or related work; or an equivalent combination of training and experience desired

Background Check Requirements

- Satisfactory criminal background check required
- Satisfactory financial background check required

Application Deadline: October 29, 2017

Apply online: <http://www.atlantahistorycenter.com/careers>