

JOB SUMMARY:

The Traveling Exhibits Coordinator is responsible for marketing and renting OMSI's multiple traveling exhibits to host sites worldwide. The position fully coordinates the contracting, touring, and display of these exhibits. The Traveling Exhibits Coordinator reports to the Director of Exhibits Sales and Services.

Participate in sustaining programs/initiatives to enhance corporate culture, such as:

- Working effectively with and supporting volunteers, including promoting respect in the workplace activities, throughout the organization.
- Supporting OMSI's Total Guest Experience (TGE)/Customer Service mission & objectives, including the Diversity Initiatives demonstrated in daily job performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Rent OMSI's traveling exhibits to host sites worldwide.
- Coordinate tour logistics of multiple traveling exhibitions including booking, scheduling, shipping, contact and price negotiations, installation and maintenance facilitation, communications, marketing, and customer service.
- Promote OMSI's exhibitions nationally and internationally through direct and indirect sales, cold-calling, the development of promotional materials, promoting exhibits at international conferences, and the development of marketing strategies.
- Coordinate and develop supplemental materials for traveling exhibits including technical instruction manuals, market surveys, and educational and marketing materials. Requires working closely with marketing, education and exhibit staff as well as outside contactors and vendors.
- Write and edit materials for publication.
- Maintain accurate record systems and databases for tracking client and tour information, evaluations, condition reports and related information.
- Participate as a core team member in the development of new traveling exhibits, providing traveling exhibit expertise and serving as the client advocate.
- Work with exhibits team to ensure that museum standards and needs are met for exhibit quality, workflow, schedules, budgets and other tasks and processes.
- As a representative of OMSI to the public, maintain a high degree of professionalism and appearance.
- Respond to inquiries from the public, media, staff and other museums and maintain a high standard of customer service.

SECONDARY FUNCTIONS:

- Work with and support volunteers throughout the museum.
- Assume other duties and tasks as assigned by the Traveling Exhibits Director.

KNOWLEDGE/SKILLS:

REQUIREMENTS

- Excellent communication skills, both oral and written, including strong negotiation and conflict resolution skills.
- Excellent organization skills, including the ability to handle multiple projects simultaneously and be highly detail oriented.
- Strong project and budget management skills.
- Thorough knowledge of marketing and sales techniques with a strong ability to sell product and to develop sales and promotional literature.
- Strong initiative and highly self-motivated with the ability to work independently as well as in a team setting.
- Strategic and creative problem solver, with the ability to meet deadlines in a fast-paced environment.
- Excellent computer skills.
- Effectively communicate information between technical and lay staff.

PREFERENCES

- Basic knowledge of exhibits and their construction.

EDUCATION AND WORK EXPERIENCE:REQUIREMENTS

- Bachelor's Degree in science, communication, marketing, or business management or a related field, or an equivalent combination of education and experience.
- Minimum 3 years experience in exhibit services, sales, project management, or a related field.
- Minimum 1 year marketing experience, including sales.

PREFERENCES

- None

ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONSREQUIREMENTS

- License to drive and satisfactory driving record.
- Pre-employment and/or pre-duty checks, such as criminal background check, reference checks, requirements in the MVR Policy including passing Motor Vehicle Record (MVR) check.

PREFERENCES

- None

Position Type: Full-Time**Pay:** not listed