

TACAMO Community Veterans Association Museum Exhibit Coordinator (Volunteer)



Position Overview

The TACAMO Community Veterans Association (TCVA) is seeking a creative and organized Museum Exhibit Coordinator to provide design leadership and coordination for TCVA museum exhibits, displays, and historical installations. This position oversees the development of engaging, educational, and visually compelling exhibits that preserve TACAMO history and support the TCVA mission.

The Museum Exhibit Coordinator provides direction for indoor and outdoor installations, special exhibits, and display areas while ensuring exhibits are historically accurate, inspiring, and meaningful to veterans, families, and visitors.

Responsibilities Include, But Are Not Limited To:

- Research potential museum opportunities and present recommendations to the TCVA Board of Directors
- Coordinate the planning, design, budgeting, fabrication, and installation of TCVA-approved exhibits
- Develop exhibit concepts that incorporate historical storytelling, design, lighting, displays, and visitor engagement
- Collaborate with museums, designers, volunteers, and TCVA leadership throughout the exhibit development process
- Oversee the acquisition, documentation, preservation, and care of exhibit artifacts
- Maintain accurate records of museum objects, including ownership, location, condition, and historical information
- Ensure proper handling, storage, and display of TACAMO artifacts
- Recruit, coordinate, and train volunteers to assist in exhibit rooms and during special museum events
- Support TCVA events by ensuring exhibits are prepared, staffed, and presented professionally

Job Requirements:

- Design, architecture, interior design, exhibit design, museum studies, history, or a related field required
- Creative thinking skills that result in innovative and effective design solutions
- Ability to investigate, analyze, and resolve exhibit design challenges
- Ability to execute established design concepts and project requirements
- Ability to read and understand design control documents, architectural drawings, and technical plans
- Ability to produce design detail drawings and exhibit documentation
- Knowledge of TCVA history, design principles, lighting, and exhibit construction methods
- Excellent organizational, interpersonal, and communication skills
- Ability to communicate effectively with museum professionals, designers, volunteers, clients, and the TCVA Board of Directors

The TACAMO Community Veterans Association is dedicated to preserving TACAMO history, honoring those who served, supporting current and future generations, and sharing the TACAMO story through education, outreach, and historical preservation.

Interested in volunteering? Apply here: <https://forms.gle/HYAeKrgfESqPdmj27>

