

TACAMO Community Veterans Association Museum Exhibit Coordinator Volunteer Job Description



Museum Exhibit Coordinator Job Description

The Museum Exhibit Coordinator provides design direction and leadership for all indoor and outdoor installations, exhibitions, and core galleries, ensuring design work is inspiring, educational, surprising, meets the needs of each project and supports the TACAMO mission.

Museum Exhibit Coordinator Job responsibilities include, but are not limited to:

- Researches museums possibilities to present to the TCVA Board of Directors.
- Coordinate, design, budget and construct exhibits in TCVA approved museums. (For example, he must be knowledgeable in art, history, design, lighting, and possibly carpentry.)
- Oversees the acquisition and care of the displays artifacts
- Keeps track of all museum objects and maintains records of ownership
- Recruits volunteers to assist in display room during special events held at the museum.

Museum Exhibit Coordinator Job Requirements:

- Bachelor's degree in industrial design, architecture, interior design, or exhibit design
- 3-5 years of experience in exhibit design or a related field
- Creative thinking that results in innovative design solutions
- Ability to investigate and resolve design problems
- Ability to execute design directions
- Ability to read and understand design control and architecture drawings
- Ability to produce design detail drawings
- Knowledge of Microsoft Word, Excel, and Canva
- Excellent interpersonal skills and the ability to communicate effectively with designers, clients and TCVA Board of Directors