

## FLINT CULTURAL CENTER CORPORATION

601 E Second Street

Flint, MI 48503

**Job Title:** Exhibit Assistant  
**Location:** Sloan Museum / Longway Planetarium  
**Reports To:** Exhibit Manager  
**FLSA Status:** Non - Exempt

**Job  
Description  
and  
Qualifications:**

### GENERAL DESCRIPTION

This position provides support to the Exhibits Team by assisting with the installation and de-installation of exhibits. Also the cleaning and routine maintenance to exhibits. This is a seasonal position with the majority of work being project based. Initially, the commitment will be 25-30 hours per week for a period of 2-3 months. Upon project completion the schedule will be sporadic, based on need.

### RESPONSIBILITIES

- Assists in the assembly of exhibit components and artifacts.
- Replaces lights, signs and labels as needed.
- Assists Exhibits Team with the installation of temporary exhibits as well as the construction and repair of exhibits.
- Performs general cleaning of exhibit components and artifacts.
- Assists the Exhibit Manager with the daily inspection of exhibits and reports on missing and damaged exhibit artifacts or components.
- Performs other maintenance, custodial, and support duties as may be assigned by the Exhibits Manager or their designee.

### QUALIFICATIONS/SKILLS REQUIRED

- Ability to work in a team environment and follow written and verbal instructions.
- Knowledgeable in the proper use of hand tools and small electrical tools.
- Knowledgeable in the proper use of shop/stationary tools.
- Ability to climb ladders and lift at least 75 pounds.
- Ability to work inside and outside.
- Ability to input data into spreadsheets and print graphic documents.

### EDUCATION AND / OR EXPERIENCE

This position requires the employee to have a High School Diploma or equivalent (GED) and have a valid driver's license. Starting pay range is between \$9.25/hr - \$11.00/hr, based on experience.

**Apply To:** Email cover letter and resume to [hr@fcccorp.org](mailto:hr@fcccorp.org) or mail to:  
Flint Cultural Center Corporation  
Attn: Human Resources  
601 E Second St  
Flint, MI 48503

**Date Posted:** 04.16.18 **Posting will remain active until position is filled**

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**