



EXHIBITION RESEARCH ASSISTANT (P/T)

POSITION OVERVIEW

The Exhibitions Research Assistant provides support primarily for the 9/11 Memorial Museum's special exhibitions, which will focus on topics related to the events of 9/11, the historical background of the attacks, their aftermath, and their ongoing legacy. Subject matter may include counterterrorism efforts before and after 9/11, military operations resulting from the attacks, and the impact of 9/11 on U.S. foreign and national security policy. The Exhibition Research Assistant will perform research and contribute to the development of internal content deliverables. S/he will also support project management tasks via efforts such as preparing for meetings and inter-departmental coordination, media licensing, audio and video clip production, administrative and maintenance tasks, and other projects as needed. This is a part-time, one-year term position that reports to the Manager of Exhibition Development.

ESSENTIAL FUNCTIONS

- Research content for special exhibitions and other digital and physical exhibitions.
- Develop content deliverables for staff.
- Document sources and maintain reference files.
- Assist with licensing and tracking exhibition assets.
- Help prepare for meetings, take notes, and facilitate intra- and interdepartmental coordination.
- Support other exhibition development, curatorial research, project management, and administrative responsibilities as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Undergraduate degree required.
- Graduate studies in history, museum studies, or other liberal arts field (either completed or in process) desirable; background knowledge in counterterrorism, intelligence, law enforcement, or military a plus.
- Strong research, writing, and communication skills.
- Highly organized, methodical, and excellent attention to detail.
- Comfort with maintenance and administrative tasks; experience in project management desirable.
- Familiarity with range of computer programs, including Microsoft Office suite.
- General knowledge of September 11, 2001 and February 26, 1993 events helpful.

GENERAL INFORMATION:

- Part-time position.
- We offer a competitive salary.

HOW TO APPLY

- Include job title in the email subject field
- Please state the location where job posting was seen
- Send cover letter and resume to careers@911memorial.org by 11/21/2017.
- Please visit our website at www.911memorial.org

The National September 11 Memorial & Museum at the World Trade Center Foundation, inc. is committed to workforce diversity. EEO.