THE UNIVERSITY OF IOWA ATHLETICS
HALL OF FAME AND MUSEUM
Responsibilities Outline

Exhibits & Facilities Intern

RESPONSIBILITIES: The Exhibits & Facilities Intern receives directions and orders directly from Dale and/or Christa concerning the management of exhibits and facilities of The University of Iowa Athletics Hall of Fame and Museum. Oversees all areas relevant to exhibits and facilities of HOF.

Personal responsibilities include always be dressed appropriately in HOF shirt for events or similarly presentable if you will be in contact with the public, be on time and ready to work at scheduled time, provide leadership worthy of others following you, be polite and respectful of co-workers, ambassadors, and patrons, work in cooperative manner with the other interns to foster team attitude towards achieving common goals and objectives.

Exhibits responsibilities include updating and implementing new displays as additional exhibit materials become available. Expected to coordinate and facilitate participation and cooperation concerning all exhibits with a variety of entities including but not restricted to all sports, and the Varsity Club. Expected to work closely with Archive Intern to coordinate and plan exhibits and displays. Expected to manage Information Kiosk solicitation, inventory, organizing, replenishing, and displaying all materials. Expected to communicate monthly with HOF staff and Ambassadors via e-mail and/or report at monthly Ambassador coffee with information pertaining to additions and/or changes to exhibits.

Facilities responsibilities include purchasing of HOF exhibit and display materials, and appropriate supplies as needed to sufficiently maintain the HOF operations. Expected to work with established gift in kind donors when ordering frames and plaques, maintaining and fostering an ongoing positive relationship. Expected to have a “keen eye” for detail and high expectation of facility appearance and operation. Expected to promptly communicate facility repair, maintenance, and replacement needs to the appropriate HOF and Athletic Department facilities staff. When appropriate, HOF can and should complete these tasks. Expected to monitor and communicate repair, maintenance, and replacement progress to Dale and Christa. Expected to complete basic cleaning tasks to keep facility looking presentable at all times. Expected to communicate with HOF via e-mail weekly with information pertaining to additions and/or changes to exhibits. Expected to communicate monthly with HOF staff and Ambassadors via e-mail and/or report at monthly Ambassador coffee with information relevant to that audience.

Event management responsibilities include greeting the patrons and clients in helpful cheerful manner, being available at all times during events and checking in with clients before, during, and after the events. Expected to be able to answer any questions or address concerns raised by patrons and clients of the HOF. Expected to be prepared and knowledgeable about all things including facilities, technical equipment, materials, personnel, caterers, Ambassadors, etc., related to event prior to that event occurring. Expected to be proficient and knowledgeable on all matters related to opening and closing the HOF events. Expected to communicate a summary of all relevant facts, matters, and concerns to staff at the conclusion of each event. Expected to make judicious use of time at events by working on matters related to exhibits and facilities when not occupied with event management responsibilities.

REQUIREMENTS: Minimum of 20 hours per week or whatever the event schedule dictates, including regularly scheduled office hours. Attendance at scheduled special events and football weekends unless prior approval of time off has been granted. Must be dedicated, disciplined, committed, and possess a positive attitude. Expected to provide leadership to peers and Ambassadors.