

Careers in the Museum

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|--------------------|-----------------------|----------------------------|--------------|
| Receptionist | Tourism Ambassador | Mechanic / Restorer | Photographer |
| Human Resources | Facilities Management | Information Technology | Security |
| Accountant | Insurance Agent | Marketing / Communications | Tour Guide |
| Library & Archives | Sales Associate | Facility Event Coordinator | Caterer |

Read each job description and answer the following questions.

A. In what department or position does this person work?

B. What other places could this person be employed?

1. I am the first person our guests speak to when they call and often the first contact when they enter the Museum. I provide information about the Museum, take sales orders, provide directions and enter data into the company database. When a guest needs assistance I cannot provide, I direct them to someone else who can assist them.
2. I assist out-of-town Museum guests looking for additional things to do in the area. I answer questions about the Bowling Green and Mammoth Cave region, distribute brochures, provide directions, suggest appropriate activities, and then enter the visitor's home zip code into our tracking database.
3. I provide Insurance on fun, unique, and, at times extremely valuable collector vehicles. Customers call into the agency and speak with an agent who provides quotes on insuring their prized vehicles. We answer questions concerning our specialized insurance policy along with general vehicle questions. My job requires an insurance license which is obtained by taking a week-long course that is followed by a test.
4. I promote the museum to help encourage people to visit. I design brochures, billboards, ads for magazines. I do television and radio interviews, and interviews with reporters writing magazine and newspaper articles. I also do email marketing, website updates and social media posts. My department also publishes our own magazine and videos, take photos of people and events, plus help develop exhibits in the Museum. If you like to write, draw, take photos, and are a creative person you might like a job in my department.
5. I am the person that takes care of the building itself and the grounds outside the building. The maintenance required to keep everything working and looking good requires skills in many different fields, from electrical, plumbing, HVAC, mechanical, to lighting, carpentry, painting, landscaping and janitorial. I manage the staff necessary to take care of all these different functions needed to maintain this building.

6. I am responsible for preparing monthly, quarterly and annual reports for presentation to managers, board of directors and various state and federal agencies. These reports compile all revenue and expenses from each department to help determine if the museum is making money or losing money. Other responsibilities include preparing payroll every two weeks, assisting in scheduling and choosing Corvettes to raffle during the year.
7. I lead guests on tours of the Museum. I provide assistance, information and answer questions regarding the exhibits and their history. I relate historical events, stories and facts in order to educate and entertain. At the National Corvette Museum my department sells admission tickets for both the Museum and Plant. We also sell raffle tickets, bricks and memberships. We assist with educational programs and special events.
8. I provide food service for groups and functions like weddings, conferences and parties held at the Museum. I establish menus, cook, present and serve food and drinks at the event. Along with my department we transport the meal from where it is cooked to the location of the gathering and set the tables. Other responsibilities include ordering supplies, establishing prices for cost per portion and complying with safe food-handling practices.
9. I am responsible for the safety and security of our staff, visitors, assets and our entire campus. Our personnel are trained in First Aid and CPR to provide basic first aid and lifesaving procedures for and injured guest or museum employee.
10. I provide souvenir photos to our guests and well as green screen pictures. These photos with the aid of a computer program allow us to superimpose your photo with Corvettes in various locations or at the wheel of a new Corvette. This is a great way to create a lifetime memory of your visit to the National Corvette Museum.
11. I am responsible for all the maintenance and repair of all Museum vehicles, including display and track cars. In addition, I am responsible for any necessary restoration of vintage Corvettes. My department assists with "behind the scenes" tours and car repair classes for new drivers.
12. I am responsible for cataloging and sorting donated items for archives and/or display, duplicating optical media. I arrange, negotiate and/or receive donated material for the museum for archival or display purposes including artwork, documents, and actual Corvettes. My responsibilities include maintaining files tracking automobiles on loan for exhibits, information submitted by car owners on their card and checking display cars in and out of the Museum.

13. I am responsible for renting out the facilities for wedding receptions, Christmas parties, company retreats etc. I coordinate directly with client in setting up all the details for their event. I determine the layout, assist in setting up for food and beverage, and assist the client with any A/V needs. My department also assists the facilities department in setting up the room. Other responsibilities include, ordering items for the beverage service, ordering linens and communicating with the catering services.
14. I manage the performance, security, and inventory of company equipment such as computers, printers and provide similar services related to software, hardware, databases, web resources, networks and enterprise systems. My department is the called to resolve any computer or technology issues within the Museum and administrative offices.
15. I am responsible for hiring people that fit positions we have open at the Museum including advertising our open positions. I maintain all employee records, including insurance and retirement plans. Records are maintained on yearly evaluations for our employees to be rewarded at the end of the year. My department also plans activities and meetings for our staff. I work closely with the Accounting Department on payroll and federal regulation records.
16. I work directly with the Museum guests assisting them with finding and purchasing items in the Corvette Store. In addition, I assist with customer with phone and internet orders. I operate a computerized cash register to process sales transactions and keep track of all money from the day's sales. My department is responsible for stocking, displaying and shipping merchandise. We also take the Corvette Store "on the road" by setting up store booths at various Corvette shows all over the country.

Careers in the Museum - Key

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There are many correct answers to this assignment. The answers in parenthesis are provided for your convenience.

Read each job description and answer the following questions.

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B. What other places could this person be employed?

1. I am the first person our guests speak to when they call and often the first contact when they enter the Museum. I provide information about the Museum, take sales orders, provide directions and enter data into the company database. When a guest needs assistance I cannot provide, I direct them to someone else who can assist them. (Receptionist) (*Doctor's Office, Law Firm, School, Business firms*)

2. I assist out-of-town Museum guests looking for additional things to do in the area. I answer questions about the Bowling Green and Mammoth Cave region, distribute brochures, provide directions, suggest appropriate activities, and then enter the visitors' home zip code into our tracking database. (Tourism Ambassador) (*City & State Tourism Office, Colleges*)

3. I provide Insurance on fun, unique, and, at times extremely valuable collector vehicles. Customers call into the agency and speak with an agent who provides quotes on insuring their prized vehicles. We answer questions concerning our specialized insurance policy along with general vehicle questions. My job requires an insurance license which is obtained by taking a week-long course that is followed by a test. (Insurance Department) (*Life Insurance, homeowner's insurance, health insurance, State Farm, Progressive, etc.*)

4. I promote the museum to help encourage people to visit. I design brochures, billboards, ads for magazines. I do television and radio interviews, and interviews with reporters writing magazine and newspaper articles. I also do email marketing, website updates and social media posts. My department also publishes our own magazine and videos, take photos of people and events, plus help develop exhibits in the Museum. If you like to write, draw, take photos, and are a creative person you might like a job in my department. (Marketing/Communications) (*Television / Radio / Magazines, advertising agencies, retail companies, Sports*)

5. I am the person that takes care of the building itself and the grounds outside the building. The maintenance required to keep everything working and looking good requires skills in many different fields, from electrical, plumbing, HVAC, mechanical, to lighting, carpentry, painting, landscaping and janitorial. I manage the staff necessary to take care of all these different functions needed to maintain this building. (Facilities Management) (*Schools, Hospitals, factories, churches*)

6. I am responsible for preparing monthly, quarterly and annual reports for presentation to managers, board of directors and various state and federal agencies. These reports compile all revenue and expenses from each department to help determine if the museum is making money or losing money. Other responsibilities include preparing payroll every two weeks, assisting in scheduling and choosing Corvettes to raffle during the year. (Accountant) (*Any business, Accounting Firms, etc.*)

7. I lead guests on tours of the Museum. I provide assistance, information and answer questions regarding the exhibits and their history. I relate historical events, stories and facts in order to educate and entertain. At the National Corvette Museum my department sells admission tickets for both the Museum and Plant. We also sell raffle tickets, bricks and memberships. We assist with educational programs and special events. (Tour Guide) (*Tour buses / trolleys, College tours, Historic homes, etc.*)

8. I provide food service for groups and functions like weddings, conferences and parties held at the Museum. I establish menus, cook, present and serve food and drinks at the event. Along with my department we transport the meal from where it is cooked to the location of the gathering and set the tables. Other responsibilities include ordering supplies, establishing prices for cost per portion and complying with safe food-handling practices. (Caterer) (*Hotels, conference centers, catering companies, self-employed*)

9. I am responsible for the safety and security of our staff, visitors, assets and our entire campus. Our personnel are trained in First Aid and CPR to provide basic first aid and lifesaving procedures for and injured guest or museum employee. (Security) (*Hospitals, Malls, Government Buildings, Schools, ect.*)

10. I provide souvenir photos to our guests and well as green screen pictures. These photos with the aid of a computer program allow us to superimpose your photo with Corvettes in various locations or at the wheel of a new Corvette. This is a great way to create a lifetime memory of your visit to the National Corvette Museum. (Photographer) (*Newspaper, Magazines, School Photos*)

11. I am responsible for all the maintenance and repair of all Museum vehicles, including display and track cars. In addition, I am responsible for any necessary restoration of vintage Corvettes. My department assists with "behind the scenes" tours and car repair classes for new drivers. (Mechanic / Restorer) (*Race tracks, dealership repair shops, body shops, military, colleges*)

12. I am responsible for cataloging and sorting donated items for archives and/or display, duplicating optical media. I arrange, negotiate and/or receive donated material for the museum for archival or display purposes including artwork, documents, and actual Corvettes. My responsibilities include maintaining files tracking automobiles on loan for exhibits, information submitted by car owners on their card and checking display cars in and out of the Museum. (Library & Archives) (*Schools and Colleges, Historical Museums and organizations, Public Libraries*)

13. I am responsible for renting out the facilities for wedding receptions, Christmas parties, company retreats etc. I coordinate directly with client in setting up all the details for their event. I determine the layout, assist in setting up for food and beverage, and assist the client with any A/V needs. My department also assists the facilities department in setting up the room. Other responsibilities include, ordering items for the beverage service, ordering linens and communicating with the catering services. (Facility Event Coordinator) (*Hotels, Convention Centers*)

14. I manage the performance, security, and inventory of company equipment such as computers, printers and provide similar services related to software, hardware, databases, web resources, networks and enterprise systems. My department is the called to resolve any computer or technology issues within the Museum and administrative offices. (Information Technology) (*Schools, Hospitals, Retail businesses, Law Firms, Medical offices*)

15. I am responsible for hiring people that fit positions we have open at the Museum including advertising our open positions. I maintain all employee records, including insurance and retirement plans. Records are maintained on yearly evaluations for our employees to be rewarded at the end of the year. My department also plans activities and meetings for our staff. I work closely with the Accounting Department on payroll and federal regulation records. (Human Resources) (*Manufacturing Companies, Business firms, Hospitals, Board of Educations - Colleges*)

16. I work directly with the Museum guests assisting them with finding and purchasing items in the Corvette Store. In addition, I assist with customer with phone and internet orders. I operate a computerized cash register to process sales transactions and keep track of all money from the day's sales. My department is responsible for stocking, displaying and shipping merchandise. We also take the Corvette Store "on the road" by setting up store booths at various Corvette shows all over the country. (Sales Associate) (*Attractions, department stores, grocery stores, boutiques, cell phone stores and car dealerships*)