

POSTED POSITION
July 27, 2010

Museum Sales & Marketing Assistant

Immediate full-time opening assisting Museum Producer based in Milwaukee with every aspect of promoting, pitching, contracting, and producing planning, design, fabrication and installation of exhibitions for museums, visitor centers and other related institutions.

Characteristics of the successful candidate will include:

- Demonstrated understanding of and active interest in Museums and Visitor Centers or other similar institutions.
- Self-starting and self-motivated – able to initiate and maintain long term efforts in service of developing new projects
- Demonstrated ability to independently develop proposals on all levels; creative, technical and visual.
- Excellent and proven written, verbal and media communication skills.
- Demonstrated ability to create and maintain a focused marketing effort resulting in sales.
- Demonstrated ability to work in team environment as well as in a small office.
- Demonstrated client relationship/service skills

Please provide information succinctly outlining your relevant experience along with a cover letter describing your interest highlighting at least two key points as to why you would be a good fit for the position.

Send information to:
HR Department
Xibitz, Inc.
5809 Cross Roads Parkway
Grand Rapids, MI 49519

Equal Opportunity Employer

Following pages highlight museum and visitor center capabilities and expertise at Xibitz.