

Collections Specialist Interview Questions

1. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

2. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

3. Describe your experience the repair, restoration and reassembling artifacts, designing and fabricating missing or broken parts, to restore them to their original appearance and prevent deterioration.

4. Name a time when you specialized in particular materials or types of object, such as documents and books, paintings, decorative arts, textiles, metals, or architectural materials.

5. Tell me how you organize, plan, and prioritize your work.

6. Give me an example of when you thought outside of the box. How did it help your employer?

7. Share an experience you had in dealing with a difficult person and how you handled the situation.

8. Provide an example when your ethics were tested.

9. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

10. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

12. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

13. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and

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can demonstrate some initiative.)

14. Name a time when your creativity or alternative thinking solved a problem in your workplace.

15. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

16. What factors do you consider when preparing reports on the operation of conservation laboratories, documenting the condition of artifacts, treatment options, and the methods of preservation and repair used?

17. How do you determine whether objects need repair and choose the safest and most effective method of repair? Share an example.

18. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

19. What is the most challenging part of recommending preservation procedures, such as control of temperature and humidity, to curatorial and building staff?

20. Share an example when you effectively installed, arranged, assembled, and prepared artifacts for exhibition, ensuring the artifacts' safety, reporting their status and condition, and identifying and correcting any problems with the set-up.

21. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

22. What have you found to be the best way to direct and supervise curatorial, technical, and student staff in the handling, mounting, care, and storage of art objects?

23. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

24. Describe methods you have found useful to study object documentation or conduct standard chemical and physical tests to ascertain the object's age, composition, original appearance, need for treatment or restoration, and appropriate preservation method.

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25. Provide an example of when you were persistent in the face of obstacles.

26. Name a time when your patience was tested. How did you keep your emotions in check?

27. Would you consider analyzing data or information a strength? How so?

28. What is the challenging part of estimating cost of restoration work?

29. How often do you plan and conduct research to develop and improve methods of restoring and preserving specimens?

30. Name a time when you coordinated exhibit installations, assisting with design, constructing displays, dioramas, display cases, and models, and ensuring the availability of necessary materials.

31. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

32. What kind of experience do you have performing on-site field work which may involve interviewing people, inspecting and identifying artifacts, note-taking, viewing sites and collections, and repainting exhibition spaces?

33. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

34. Share an experience in which your willingness to lead or offer an opinion helped your company.

35. Provide a time when you dealt calmly and effectively with a high-stress situation.

36. Tell me about a time when you constructed skeletal mounts of fossils, replicas of archaeological artifacts, or duplicated specimens, using a variety of materials and hand tools.

37. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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38. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

39. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

40. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

41. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

42. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

43. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

44. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)