

Display Coordinator Interview Questions

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

2. Tell me about an effective method you have used to prepare rough drafts and scale working drawings of sets.

3. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

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

5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

6. Share an experience in which you oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?

7. Tell me about a recent experience you've had working with your hands.

8. How do you stay fit in order to perform physical activities that are required in the workplace?

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

10. Share an experience when you applied new technology or information in your job. How did it help your company?

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

12. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

13. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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

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

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

17. What is the most challenging part of budgeting for you?

18. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

19. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.

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

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

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

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

24. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

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26. 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.)

27. 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 can demonstrate some initiative.)

28. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

29. Please share an experience in which you presented to a group. What was the situation and how did it go?

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

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

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

33. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

34. 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.

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

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

37. What factors do you consider when determining where and how to display objects to be included in exhibits?

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38. Provide an effective method you have used to acquire specimens or graphics required to complete exhibits.
39. Provide an example when your ethics were tested.
40. Provide an effective method you have used to estimate set- or exhibit-related costs.
41. Share an experience in which conferring with clients and/or staff helped you to gather needed information.
42. Share an experience in which your willingness to lead or offer an opinion helped your company.
43. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
44. Share an experience in which you successfully supervised a staff.
45. Share an effective method you have used to coordinate design activities to ensure that sets meet all requirements. Provide an experience.
46. What factors do you consider when developing a set design? Share an experience.
47. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
48. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
49. Provide a time when you dealt calmly and effectively with a high-stress situation.
50. Describe a model of a set design which you built for use in filming backgrounds or special effects.
51. Provide an effective method you have used to ensure that set elements do not interfere with performance aspects.
52. Name a difficult location-specific issue which you solved. How did you identify the issue?

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53. Provide an effective method you have used to ensure that installed exhibits conform to specifications.
54. Share an experience in which reading the script helped you to effectively design a set.
55. Describe an effective method you have used to prepare preliminary renderings of proposed exhibits. Share an experience.
56. Share an experience in which you successfully adapted a plan to serve an intended purpose or to conform to restrictions.
57. What factors do you consider when selecting lumber and hardware for set construction?
58. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?
59. Provide an effective method you have used to research architectural and stylistic elements of time periods you are depicting.
60. Share an experience in which collaborating with lighting and sound personnel helped you to more effectively coordinate a set design or layout.
61. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
62. Would you consider analyzing data or information a strength? How so?
63. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
64. What factors do you consider when selecting set props?
65. Share an effective method you have used to coordinate the removal of sets, props, and/or exhibits after productions are events.

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66. Tell me about an effective display which you designed to decorate a set or exhibit.

67. What is the key to success when communicating with the public.

68. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

69. Tell me about supportive material you produced for an exhibit.

70. Provide an effective method you have used to arrange for outside contractors to construct exhibit structures.

71. Provide an experience in which conferring with a conservator helped you to effectively handle environmental aspects of an exhibit, protect objects, and/or enhance an exhibit.

72. What is the key to a successful budget?

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

74. Provide an experience in which you coordinated the transportation and set-up of a set that was built off-site.

75. Share an effective method you have used to incorporate security systems into exhibit layouts.

76. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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

78. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

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79. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

80. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

81. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

82. 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.)

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

84. Describe a time when you successfully provided personal assistance to a coworker or patron.

85. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

86. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.

87. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

88. 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.)

89. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.