

## Historic Site Administrator Interview Questions

1. Walk me through how you plan and organize the acquisition, storage, and exhibition of collections and related materials, including the selection of exhibition themes and designs, and develop or install exhibit materials.

2. What kind of expertise do you have planning and conducting special research projects in area of interest or expertise?

3. What is the most challenging part of studying, examining, and testing acquisitions to authenticate their origin, composition, history, and to assess their current value?

4. Tell me the last time you had to write and review grant proposals, journal articles, institutional reports, and publicity materials. Share an example.

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

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

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

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

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

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