

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?

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

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

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

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

15. Provide an example when your ethics were tested.

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

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

18. Share what methods you use to negotiate and authorize purchase, sale, exchange, or loan of collections.

19. Name a time where you developed and maintained an institution's registration, cataloging, and basic recordkeeping systems, using computer databases. Name a system you used.

20. What is the most challenging part of train and supervising curatorial, fiscal, technical, research, and clerical staff, as well as volunteers or interns?