



Cincinnati Museum Center at Union Terminal
1301 Western Avenue
Cincinnati, Ohio 45203

cincymuseum.org

June 1, 2020

Ohio Department of Job & Family Services
Office of Workforce Development
Rapid Response Section
P.O. Box 1618
Columbus, Ohio 43216-1618

To Whom It May Concern:

This notice is being given pursuant to the requirements of the Worker Adjustment and Retraining Notification Act (WARN Act).

1. Due to the significant and unforeseeable business disruption caused by the COVID-19 pandemic, the Cincinnati Museum Center (“Museum Center”), located at 1301 Western Ave, Cincinnati, OH 45203, will be conducting a reduction in force. This notice is being provided as soon as practicable in light of these unforeseeable circumstances. It is expected that the positions being eliminated are being permanently eliminated. The Museum Center will continue to operate after these layoffs.
2. It is currently anticipated that all of the affected employees will be terminated from their employment beginning on July 1, 2020 and two of these employees will be terminated effective August 1, 2020. The terminated employees have no “bumping” rights.
3. The job titles of the affected positions and the number of employees in each job classification are set forth in Attachment 1. The Museum Center will be terminating approximately 175 positions, which includes 50 full time positions and 125 part time positions. Of these terminated employees 146 were previously placed on furlough.
4. The affected employees are all non-union.
5. The name and telephone number of the Museum Center official to contact for further information is as follows: Elizabeth Pierce, President and Chief Executive Officer – 513-287-7010.

Very truly yours,

Elizabeth Pierce
President and Chief Executive Officer

Received June 1, 2020 at 1:00 pm

ATTACHMENT 1

JOB TITLES OF AFFECTED POSITIONS	NUMBER OF EMPLOYEES AFFECTED IN EACH JOB CLASSIFICATION
3rd Shift Supervisor	1
Administrative Assistant	1
Animal Resource Specialist	1
Assistant AV Archivist	1
Assistant Director of Philanthropy	1
Assistant Manager of Exhibit Maintenance	1
Associate VP HR and Diversity & Inclusion	1
Cincinnati In Motion Specialist	1
Content Production Specialist	1
Coordinator, School & Teacher Partnerships	1
Director of Finance	1
Director of Public Safety	1
Director, Volunteer and Intern Services	1
Exhibit Crew	26
Exhibit Project Manager	1
Exhibit Technician	1
Exhibits Crew Part-Time	2
Featured Exhibit Specialist	2
Featured Exhibits Assistant Manager	1
Graphic Designer	1
Group Sales Manager	1
Guest Experience Assistant Manager (Weekend)	1
Guest Experience Manager	1
Guest Experience Specialist	21
Guest Experience Specialist (PT, Seasonal)	1
Guest Services Coordinator	1
Guest Services Specialist	1
Guest Specialist- OMNIMAX Theater	3
Holiday Junction Seasonal Specialist (PT)	1
Holiday Junction Specialist	1
Holiday Junction Trainmaster	11
IT Systems Administrator	1
Library Assistant	2
Library Courier	1
Manager of Exhibits Business Development	1

Manager, Adult Programs	1
Manager, Community Collaborations	1
Manager, Learning Labs	1
Manager, Learning Operations	1
Manager, School & Teacher Partnerships	1
Manager, Volunteer & Intern Services	1
Manager, Youth Programs	1
Marketing Project Coordinator	1
Mechanic I	1
Museum Camp Before and After Care Instructor	1
Museum Camp Instructor	12
Museum Camps Coordinator and Program Writer	1
Museum Experience Coordinator (Gallery Activities)	1
Museum Experience Coordinator, Labs & Maker spaces	1
Museum Experience Specialist	14
Omnimax Guest Specialist	6
Omnimax Theater Technical Specialist	1
Overnight Instructor	4
Overnights Presenter	6
Paid Youth Interpreter	10
PT Youth Program Coordinator	1
Public Education Specialist	1
Public Safety Manager	1
Security & Public Safety Officer	2
Senior Project Director, Exhibits	1
Social Media Coordinator	1
Specialist, School & Teacher Partnerships	1
Strategic Projects Office of the CEO	1
Ticketing Systems Manager	1
Traveling Exhibit Technician	1
Vice President of Marketing	1
Youth Interpreter, Youth Programs	2