



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: Exhibits Maintenance Technician

DIRECT ACCOUNTABILITY: Exhibits Manager

QUALIFICATIONS:

Basic understanding of computer and audio-video equipment, with the ability to learn new skills in regards to operating and maintaining specialized A/V equipment and software. Knowledgeable of, or willing to learn, basic carpentry techniques, hand tools, power tools, basic electrical wiring and lighting, paints and adhesives, and associated safety practices. Must have ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions. Must be able to work in high spaces 30' and higher, lift 50 lbs., and work in awkward positions: prone, supine, etc. with ability to work 8 hours a day at a bench or moving from area to area as the situation demands. Must be available to work weekends, evenings, and holidays. Must have Class E driver license. Must have personal vehicle insurance if using personal vehicle to pick up and drop off parts, etc.

SUMMARY:

The Exhibit Technician will work as a member of the exhibits team under the direction of the Exhibits Manager to maintain, repair, and refurbish existing physical and audio visual exhibits. Will participate in the set up and take down of traveling exhibits; and participate in the conceptualization, design, engineering, and fabrication of future permanent or traveling exhibits. The primary focus of this position is on the daily care, upkeep, and cleaning of exhibit components – specifically on weekends and after-hours events – ensuring they are maintained to a high level, and conducting or arranging repairs when required. Candidate must be a “self-starter” with a strong customer service ethic, the ability to analyze situations and troubleshoot problems, and deliver appropriate solutions.

DUTIES AND RESPONSIBILITIES

1. Patrol the floor throughout your shift and check each exhibit every hour to make sure it is in good, safe working order.
2. Proactively clean and maintain the floor exhibits on a daily basis. Including making sure the exhibits and exhibit areas have proper lighting. The burned-out light bulbs will need to be changed as they are discovered.
3. Diagnose causes of damage or failures of exhibit modules and initiate repairs.
4. Fabricate, repair, or maintain other items for the Museum’s use, such as display modules for the store, cabinets for office use, etc.
5. Load and unload traveling exhibit crates from trucks at on-site and off-site locations.
6. Unpack, set up, and provide daily maintenance of traveling exhibits in traveling exhibit hall.
7. Maintain a polite and informative attitude when dealing with the public during maintenance which occurs during public hours.
8. Identify, locate, order, pick up (using the Museum vehicle or your own vehicle), or receive special materials and hardware needed for exhibit fabrication or repair.

9. Maintain work areas and tools in a clean and professional manner.
10. Perform other duties within qualifications as assigned.

COMPETENCIES:

1. Written and Verbal Communication Skills.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Technical Capacity.
7. Stress Management/Composure.
8. Project Management.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORK ENVIRONMENT:

This job operates in a professional museum environment. Will need to work with modern technology including walkie talkie radio, computer, microphones, and tablets.

PHYSICAL DEMANDS:

This job operates in a fast-paced, informal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, pushing, sitting on the floor and carrying items upstairs. Must be able to work in high spaces 30' and higher, and work in awkward positions: prone, supine, etc. with ability to work 8 hours a day at a bench or moving from area to area as the situation demands. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures. prone, supine Must be able to stand for long periods of time.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a part-time, non-exempt position, up to 30 hours per week. Days and hours of work are Monday through Saturday, 9:30 a.m. to 5 p.m. and Sunday 11:30 a.m. to 5:00 p.m. May be required to work some evenings, weekends and/or holidays .

TRAVEL:

May be required to drive MODS vehicle / own vehicle to pick up supplies.

REQUIRED EDUCATION AND EXPERIENCE:

1. High school diploma or GED.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Must have class E driver license.