

## **The Discovery Museum**

**Position Title: Exhibit Technician**

**Reports To: Executive Director**

### **Position Overview**

The Exhibit Technician reports to the Executive Director and works closely with other staff towards the fabrication, installation, and maintenance of permanent and temporary exhibits. The Exhibits Technician is responsible for the daily oversight of exhibit elements ensuring they are maintained to a high level and undertaking repairs when required. The Exhibit Technician must have initiative, a strong customer service ethic, and the ability to analyze situations and troubleshoot problems that produce appropriate solutions. A general working knowledge of accepted museum/gallery standards in regards to exhibit maintenance and construction, use of tools and equipment, and the ability to research, identify, and procure parts and supplies using online computer and printed catalogs and other sources is required.

### **Major Tasks and Responsibilities**

- Support exhibit maintenance and repair needs. Where possible, effect immediate repairs, and assess the need for changes in design or materials. When required, acquire parts, equipment or external expertise to assist in effecting repairs.
- Maintain exhibit maintenance records according to manufacturer's warranty requirements.
- Utilize mechanical drawings, schematics, and product manuals towards repair and maintenance of exhibit components.
- Construct and install museum exhibit structures and other elements using a range of materials and tools/equipment. Must be comfortable working with a wide variety of power tools and workshop equipment.
- Maintain a clean, organized, and safe work environment. Observe safety and risk management procedures in public areas and work spaces.
- Maintain inventory of building materials, tools/equipment and exhibit consumables, and order supplies as needed.
- Assist in the setup and tear-down of temporary/traveling exhibits and displays. Participates in finish and detail work on exhibit environments.
- As required, assist with set-up and strike for special events and rental functions.
- Must be available to work on Saturday or Sunday if an exhibit needs repair.

### **Physical Demands**

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

### **Knowledge, Skills & Abilities**

- Knowledgeable in the use of basic carpentry techniques, hand tools, power tools, basic electrical wiring and lighting, paints and adhesives, and associated safety practices. Prior experience in museum/gallery or tradeshow exhibit fabrication a plus.
- Basic understanding of audio-video equipment, with the ability to learn new skills in regards to operating and maintaining specialize A/V systems.
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to communicate effectively both orally and in writing.
- Ability to keep and maintain accurate records.

### **Education and Experience**

- Proven expertise or work experience with emphasis on design, museum studies, fine arts, or in a related specific trade/skill.
- Prior experience working in a museum or gallery environment a plus.