

# SCIENCENTER POSITION DESCRIPTION

## Exhibit Fabricator

(2017-05-12)

**Title of Manager:** Lead Exhibit Developer

### **Main Functions:**

The Exhibit Fabricator is a member of the Sciencenter's Museum Environments Division and participates in various projects by building and testing exhibit prototypes, constructing final exhibits, and installing/taking down exhibitions while maintaining in-house exhibits. This position will also help provide technical and logistical support for Sciencenter's traveling exhibitions program as well as maintain records and documentation associated with traveling exhibits and exhibitions.

### **Duties and Responsibilities:**

#### Exhibit Fabrication and Maintenance (85%)

Works collaboratively with Lead Exhibit Developer and other project team members to construct prototypes and refine final exhibits

Performs regular exhibit maintenance for the Sciencenter's in-house collection of permanent exhibits

Install and take down exhibitions

Assists with packing exhibitions for travel and storing exhibits, as needed

Brainstorms and contributes ideas and support to other team projects

Participates in regular safety inspections of exhibits and gallery spaces

Provides technical support and documentation, and arranges maintenance and parts for Sciencenter's traveling exhibitions

Schedules travel logistics for traveling exhibitions Sciencenter is touring

Provides same support for exhibitions Sciencenter is touring that were developed by other museums

Manages, implements and conducts refurbishment of traveling exhibitions as needed

Prepares exhibitions for national touring

Maintains documentation, manuals and spare parts associated with exhibitions

### Facility Maintenance (10%)

Works on facility-related projects, including but not limited to: general building and grounds maintenance, interior and exterior painting, drywall repair, general building construction, roof repair, carpet and flooring installation/repair, etc.

### Other Duties (5%)

Performs other duties consistent with the position as assigned by the Lead Exhibit Developer.

### **Supervision of others:**

- Supports volunteers
- Coordinates work with contractors for selected projects
- Coordinates with other staff on selected exhibit projects

### **Experience and Skill Requirements:**

- Experience in building, construction and facility maintenance
- Experience with shop tools and mechanics, electronics, computers, and various materials (wood, plastic, metal)
- Experience developing hands-on exhibits
- Effective communication skills required (written and oral)
- Basic computer skills required (Microsoft Office, email, internet)
- Must be team-oriented with strong customer-service inclination
- Able to take direction well
- Valid driver's license with good driving record required

### **Working Conditions:**

Fast-paced museum and shop environment, with many varied, simultaneous projects. Must work well in both an individual and team setting. Carrying and lifting of large and/or heavy materials is required.

### **Time Commitment:**

Full time (40 hr/wk) non-exempt position. Periodic weekend and evening work as required.

### **Salary and Benefits:**

Salary commensurate with experience and qualifications. Full Sciencenter benefits provided.

### **Application Instructions:**

Please send a resume and cover letter in PDF format to: [dJordan@sciencenter.org](mailto:dJordan@sciencenter.org)

**Deadline:** Open until filled.

***The Sciencenter is an Equal Opportunity Employer.***