



Job Title: Exhibit Technician

Job Summary: Exhibit Technicians work in collaboration with the Education and Operations Teams to create and upkeep educational museum exhibits. The primary duties of the Exhibit Tech are to actively care for current museum exhibits, assist in the design and construction of new exhibits, and maintain the functionality and appearance of the building.

Essential Duties:

- Maintenance and Safety
 - Perform regular walk-throughs of the museum floor and take necessary steps to ensure all exhibits meet the museum's standards of operation and safety
 - Work to repair, maintain, and enhance current exhibits, including computer-controlled devices, mechanical components, electrical wiring, and multimedia equipment
 - Work with current exhibit staff to document exhibit maintenance procedures
 - Maintain regular communication with the Director of Operations regarding maintenance and upkeep of the museum floor and building
 - Stay current on knowledge of OSHA and other safety protocols
- Design, Fabrication, and Install
 - Work with the Director of Education and other Exhibits staff to design, engineer, fabricate, assemble, and install exhibit components
 - Design exhibit floor plans, mockups, and graphic layouts, producing any necessary technical drawings and digital production files
- Prototyping and Evaluation
 - Work with the Education Team to prototype exhibit components and assist in the evaluation and collection of guest data and feedback
 - Oversees a team of volunteers to execute data collection, conduct surveys and evaluations, and prototype visitor experiences
- Best Practices and Universal Design
 - Acquire knowledge of the subject matter of exhibitions through reading and research
 - Communicate scientific/STEAM concepts effectively to create accessible content for the public through exhibits
 - Stays knowledgeable of current developments and advances in visitor experience design and relevant technology/software
 - Be aware of relevant health and safety issues with design implementations and adhere to ADA requirements when necessary
 - Utilize universal design and accessibility concepts into design and construction

- Administrative
 - Prepare overall project schedules for exhibits, including planning, development, and production, and install phases
 - Ensure that exhibit production stays within budget
 - Respond to/report any incidents involving exhibits immediately and follow up with the Director of Operations for next steps
 - Other duties as assigned

Skills/Qualifications:

- Experience in museums or educational environments preferred
- Knowledge of scenic design, basic fabrication such as carpentry, soldering, 3D printing, and electrical wiring along with the integration of computer/multimedia equipment
- Knowledge of OSHA safety for machinery and ADA requirements for exhibits
- Interest and knowledge in STEAM (*Science, Technology, Engineering, Art, and Math*)
- Experience with prototyping and evaluation of projects
- Experience creating basic design plans, mockups, technical drawings, etc.
- Ability to be active for long periods of time and the physical dexterity to safely operate construction machinery
- Ability to communicate effectively in English during safety situations

Key Competencies:

- Understand the principles and technical specifications of exhibit production
- Be able to receive direction and critiques to create a stronger, better results
- Operate effectively under time constraints and meet deadlines
- Manage tasks with limited oversight consistently
- Positive attitude, collaborative spirit, and reliable
- Incorporate universal design and IDEA (*inclusion, diversity, equity, and accessibility*) into exhibit design and production

Status: Part-Time, Minimum 15 hours/week

Reports to: Director of Education and Director of Operations

Work Schedule: Flexible, Preference for at least one day on Wednesday-Friday

Location: Primarily on-site, May require trips to purchase exhibit supplies

Compensation: Base of \$15/hr, Flexible Schedule, Bonus Pay (*Additional compensation available to commiserate with experience*)

Other: Candidates are required to pass a background check and it is preferred to have a valid driver's license with a clean record and reliable transportation (*However, if a candidate needs ADA accommodations regarding driving, please let us know.*)