



Role Description: Exhibit Technician
Reports to: Exhibits and Facilities Manager

Essential Function

Support the safety, repair, maintenance, construction, and general operations of the exhibits and facility.

Essential Duties

- Troubleshoot exhibits to ensure functionality develop and implement solutions as needed.
- Perform safety and maintenance tasks as assigned, including repair and proactive maintenance, painting, and plumbing.
- Perform seasonal preventative maintenance and readiness tasks.
- Participate as needed in Museum opening and closing gallery check to ensure optimal exhibit functionality for visitor use.
- Support the operation and activities of the museum, including event and program set-up.
- Identify and report the need for major/minor repairs.
- Help maintain the workshop and other support areas.

General

- Keep confidential the business functions of the Museum, including, but not limited to, customer and donor information, employee issues, etc.
- Perform any other required duties as requested by the Museum Director to aid in better operation of the Museum and service to the customers.
- Demonstrate support of the museum mission, management, and board of directors.

Qualifications

- Successful results on a criminal and sexual abuse background screening.

Required knowledge, skills, and abilities

- High school diploma or enrollment in a vocational/technical program.
- Ability to work with tools and equipment such as screwdrivers, drills, hand saws, and other power machinery¹.
- Is energetic, enthusiastic, well-organized, and creative.
- Displays a friendly, welcoming manner.
- Must project a positive attitude with both customers and co-workers.
- Ability to work in a fast-paced team environment and maintain cooperative working relationships with co-workers, volunteers, the Board of Directors, and the public.

¹ Unless prohibited by labor laws.

- Attention to detail and follow-through, problem resolution, awareness of deadlines, and ability to organize workload to meet them.
- Strong problem-solving skills, including the ability to lead and direct work.
- Has patience and understanding for every person that is encountered.
- Is flexible and adaptable to the changes that may evolve in the position.
- Demonstrates well-developed computer skills. Able to learn and use:
 - GSuite (Gmail, Docs, Drive, Sheets, Calendar, Photos)
 - Altru
 - Office 365 Suite (Word, Excel, Teams)
 - Zoom or other remote meeting technology
 - Project management software.
- Communicates effectively in writing, by telephone, and in person.
- Is organized, honest, and works well with others.
- Maintains a clean work area.

Preferred experience, knowledge, skills, and abilities

- Experience with facility management, construction, painting, and other trades.
- Able to read, develop, and interpret schematics, blueprints, shop drawings, and design-intent sketches.
- Use of industrial, electrical, and mechanical equipment.
- Project management experience.
- Spanish fluency.
- Museum, nonprofit, or school experience.

Physical Demands

- Considerable standing, walking, stooping, and stair climbing (up and down).
- The ability to hear, understand, and distinguish speech and/or other sounds (e.g., alarms).
- Clarity of vision at approximately 20 inches or less (i.e., use of computers), at 20 feet or more (the ability to recognize features of a person or object), and peripheral vision.
- The ability to assist caregivers during building evacuation.
- Ability to lift and carry objects of more than 50 lbs.
- Some bending, and stretching overhead are required.
- Some working on ladders.
- Exposure to paints, glues, and solvents.
- Exposure to loud sounds and power tools.
- Outdoor activities may expose this position to extremes in temperature and inclement weather.

Schedule expectations

This part-time position requires 10 hours per week. This position is required to start early or end late

and/or may include weekend activities.

Compensation and Benefits

- Compensation Range \$18.00 to \$20.00 per hour
- Access to self-funded supplemental insurance after 120 days.

Application Process

Please submit an application via kidsplaymuseum.org

Please be prepared to submit

- Cover Letter with an expression of interest
- Resume
- Three letters of professional reference with contact information

Phone inquiries, mail, or in-person submissions will not be accepted.

KidsPlay Children's Museum, Inc. is an Equal Opportunity Employer and a Drug-Free Workplace.