



## Museum Exhibit Technician

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**Department:** 1142

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Variable schedule with evening, weekends and other irregular works days may be required

**Job Status:** Full Time

**Reports To:** Exhibits Manager

**Amount of Travel Required:** Minimal

**Positions Supervised:** None

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### POSITION SUMMARY

Responsible for maintenance and upkeep of all Museum exhibits as well as installation and disassembling of permanent and temporary exhibits throughout the Avampato Discovery Museum which also includes the Juliet Art Museum and Caperton Planetarium & Theater. Support other Clay Center technical and operations teams when needed.

### Essential Functions Statement(s)

1. Perform daily maintenance and upkeep of all permanent and temporary exhibits in the Avampato Discovery Museum and coordinate with Museum staff to monitor all exhibits and promptly perform appropriate repairs and optimize technical operations of all exhibits.
2. Troubleshoot technical issues and find creative resolution to exhibit issues.
3. Participate in the prototyping, public testing and building of exhibits, program props, and other activities related to the visitor experience.
4. Quantify and monitor supplies (both technical and manipulatives) needed for proper operation of exhibits and research sources of high quality and good price items.
5. Assist with installation and disassembling of art and science exhibitions.
6. Work closely with Artistic Director and Director of Education during installation, movement, packing, unpacking and shipping of art and science exhibits.
7. Work closely with Building Operations and Education on all matters regarding the operation of the Museum to create an excellent visitor experience.
8. Observe strict safety practices while performing maintenance on exhibits and working in the exhibit shop. These practices include protective eyewear, proper clothing and all other standard OSHA requirements.
9. Maintain Exhibit Repair shop, offices and preparation space in a safe, clean and well organized condition.

Other duties as assigned.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee and visitor safety.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

## SKILLS & ABILITIES

**Education:** High School Graduate or General Education Degree (GED): Required

**Experience:** 2 plus years related experience in technical, mechanical and general repairs.

**Other Requirements:** Basic carpentry, electrical and plumbing skills; organizational skills; strong interpersonal skills; must be able to lift and move objects up to 75 pounds in weight; knowledgeable about OSHA safety requirements.

## PHYSICAL DEMANDS

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

Stand	F
Walk	F
Sit	F
Manually Manipulate	F
Grasp	F
Reach Outward	F
Reach Above Shoulder	F
Speak	O
Climb	F
Crawl	F
Squat or Kneel	F
Bend	F

**Lift/Carry**

10 lbs or less	F
11-20 lbs	F
21-50 lbs	F
51-100 lbs	F
Over 100 lbs	O

**Push/Pull**

12 lbs or less	F
13-25 lbs	F
26-40 lbs	F
41-100 lbs	F

**WORK ENVIRONMENT**

INDOORS-CLIMATE CONTROLLED

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Prepared By:	_____	Date:	_____
Approval:	_____	Date:	_____
Employee Signature:	_____	Date:	_____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.