



## Museum Exhibit Technician

**Department:** 1142

**FLSA Status:** Non-Exempt

**Amount of Travel Required:** Minimal

**Work Schedule:** Variable schedule; evenings, weekends and other irregular work days may be required

**Reports To:** Exhibit Manager

**Job Type:** Regular

**Job Status:** Full-Time

**Positions Supervised:** None

### POSITION SUMMARY

Responsible for maintenance and upkeep of all Museum and outreach exhibits as well as the installation and disassembling of permanent and temporary exhibits at the Clay Center as a member of the exhibit and outreach team. Share responsibilities for travelling, installing/deinstalling and maintenance of outreach exhibits throughout the state as needed.

### Essential Functions

- Perform daily maintenance and upkeep of all permanent and temporary Clay Center exhibits and coordinate with museum staff to monitor all exhibits and promptly perform appropriate repairs and optimize technical operations of all exhibits.
- Travel to install, deinstall and maintain exhibits at sites throughout the state as needed.
- Troubleshoot technical issues and find creative resolutions to exhibit issues.
- Participate in the prototyping, public testing and building of exhibits, program props, and other activities related to the visitor experience.
- Find creative short and long term solutions to persistent exhibit failures.
- 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.
- Maintain exhibit repair shop, offices and preparation space in a safe, clean and well organized condition.
- Other duties as assigned.

### SKILLS & ABILITIES

- 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.

## POSITION QUALIFICATIONS

**Education:** Degree in technical field with a minimum of High School Graduate or General Education Degree (GED): Required

**Experience:** 2 plus years of related experience in technical, mechanical 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

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	F	21-50 lbs	F
Manually Manipulate	F	51-100 lbs	F
Grasp	F	Over 100 lbs	O
Reach Outward	F		
Reach Above Shoulder	F		
Speak	O	Push/Pull	
Climb	F	12 lbs or less	F
Crawl	F	13-25 lbs	F
Squat or Kneel	F	26-40 lbs	F
Bend	F	41-100 lbs	F

**WORK ENVIRONMENT**

Indoors – climate controlled

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ 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.