



DEPARTMENT: Exhibits/Facilities

POSITION: Exhibits/Facilities Technician (Part-time)

SUPERVISOR: Director of Exhibits and Facilities

JOB DESCRIPTION:

Assists the Director of Exhibits and Facilities in day-to-day operations of the Don Harrington Discovery Center. Duties will include:

- Construct/install museum exhibit structures, electric wiring, and fixtures using materials such as wood, plywood, and fiberglass, using hand tools and power tools.
- Study sketches or scale drawings for temporary or permanent display or exhibit structures such as framework, fixtures, booths, or cabinets and define type and amount plus cost of materials needed.
- Coordinate with the Director of Exhibits and Facilities, programming staff, and graphic artist, etc. on exhibit planning, exhibit object display, and exhibit logistics.
- Cut, assemble, and fasten parts to construct framework, panels, shelves, and other exhibit components of varying materials, using hand tools power tools.
- Spray or brush paint, enamel, varnish, or other finish on structures, or create special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings.
- Mount fittings/fixtures (i.e., shelves, panel boards and shadowboxes) to framework using hand tools or adhesives.
- Install electrical wiring, fixtures, apparatus, audiovisual components, and/or control equipment in framework, according to design specifications.
- Install or affix murals, photographs, mounted legend materials, and graphics in framework or on fixtures.
- Assemble, install or arrange structures in exhibit galleries working with maintenance installation personnel.
- Test electrical, electronic, and mechanical components of exhibit structure to verify operation.
- Maintain inventory of building materials, tools, and equipment. Order supplies as needed for construction of exhibit fixtures.
- Assist in placement of display accessories, collection objects or specimens.
- Other tasks as assigned.

REQUIREMENTS:

- Able to lift up to 60 lbs multiple times throughout the day.
- Ability to stand and walk for most of the workday.
- Experience in use and knowledge of measuring devices such as: tape measure, yard stick, and laser distance calculators.
- Experience in use and knowledge of electrical repair equipment such as: digital voltage/ohm meter, solder iron, heat shrink and heat gun, live wire sensors, and outlet wiring testers.
- Knowledge and experience of how to properly and safely operate shop equipment including: table saw, panel saw, miter saw, vertical band saw, metal cutting band saw, drill press, and commercial router.
- Knowledge and experience of how to properly and safely operate hand tools/power tools including: screw driver, hammer, wrench, socket and ratchet wrench, pliers, adjustable jaw pliers (Channel locks), nut drivers, drill, impact drill, jigsaw, reciprocating saw, grinder, router, and Dremel.