

Glazer Children's Museum
JOB DESCRIPTION
Facilities and Exhibit Technician

Salary: Up to \$15/hour

Position Summary:

The Exhibit Technician plays a critical role in ensuring an exceptional visitor experience by maintaining and improving the museum's exhibits and physical building. As part of the Operations team, this position ensures that exhibits are safe, functional, and engaging. The role involves routine maintenance, repairs, and enhancements of all exhibit elements, as well as building upkeep.

This full-time, non-exempt position requires in-person attendance, with flexible working days determined upon hire. The Exhibit Technician reports to the Manager of Facilities and Operations or their designee.

Essential Functions:

- Perform daily opening and closing procedures for the exhibit floors.
- Respond promptly to radio calls for the Operations team during operating hours.
- Conduct daily cleaning, checks, and maintenance of exhibits and manipulatives.
- Perform routine repairs and preventative maintenance on exhibits and building infrastructure.
- Assist in installation and breakdown efforts for exhibits.
- Safely operate and maintain tools and machinery in the onsite workshop.
- Serve as a backup for Environmental Services, supporting Guest Services and Education departments in operational duties.
- Collaborate closely with weekend managers on Saturdays and Sundays to ensure smooth operations.
- Maintain a safe and organized workspace in the exhibit shop and back-of-house service areas.
- Serve as a liaison with vendors, contractors, and fabricators for exhibit or facility needs as assigned.
- Monitor inventory levels for shop and facility supplies, updating inventory sheets and notifying management when reorders are needed.
- Communicate feedback and suggestions to the Manager of Facilities and Operations to address potential issues and improve processes.
- Develop a basic understanding of technical systems including lighting, security, electrical, generators, and basic HVAC to support building maintenance.
- Utilize team tools (e.g., Monday.com, Slack, daily logs, inventory lists) consistently to track projects and facilitate effective communication.

Non-Essential Functions:

- Other duties as required

Education/Training:

- High School education or equivalent.
- Additional related experience and training in which one has gained the knowledge, skills, and abilities required for full performance of the work of this job class is required.

Position Requirements:

- Skilled in creative and persistent problem solving
- Experienced and familiar with shop tools
- Ability to work some holidays, evenings and weekends
- Experienced in time and independent task management
- Interest or familiarity in environmental, interactive or instructional design
- Technology or electronics skills are preferred but not required
- Skilled in technical and mechanical terminology
- Ability to read technical manuals
- Excels at timely communication and use of Museum technology to maintain work requests log.

Physical Requirements:

- Lifting/Carrying: Up to 50 lbs.
- Standing/Walking: Extended periods; navigating stairs and uneven surfaces.
- Bending/Kneeling/Crouching: Frequent; working in confined spaces.
- Reaching/Handling: Overhead work; fine motor skills for tools and artifacts.
- Climbing: Safely using ladders or scaffolding.
- Pushing/Pulling: Carts or cases up to 100 lbs.
- Visual Acuity: Inspecting details; reading plans.
- Hearing: Communication in noisy environments; responding to alarms.
- Environmental Tolerance: Varied conditions (temperature, dust, outdoors).

- Stamina: Physically demanding tasks throughout the day.

Values of GCM:

- Collaboration
 - Strong “we are better together” mentality that makes for a great teammate.
 - Trustworthy individual who takes the responsibility of representing the department, the museum, and its ideas at all times. Puts the museum first in all work related decisions and situations.
- Play and Experimentation
 - Ignite a shared passion for the power of play by engaging children, families, and the entire community.
 - Committed to lifelong learning

- Understands that the role they play is to serve as an ambassador for play and the Glazer Children’s Museum and conducts themselves in a manner that is both fun and professional.
- Equity and Inclusion
 - Advocate for equity, inclusion, accessibility, and diversity - treats all people with respect and dignity.
 - Identify and remove barriers, so every child and family has access to powerful play and feels welcome

Acknowledgment:

I _____ certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an “at-will” nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature _____ Date _____