

BUFFALO MUSEUM OF SCIENCE POSITION DESCRIPTION
Exhibit Technician

Inspiring Curiosity through Exploration

Dep't.: Experience/Exhibits

Position Title: Exhibit Technician

Primary Reporting Responsibility: Manager of Exhibits

Status: Full time / Non-Exempt

Overview: At the Buffalo Museum of Science, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research show that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: The Buffalo Museum of Science invests and takes pride in generating an outstanding guest experience through the continuous optimal functioning of exhibits, electronic information systems and accurate appealing signage. The Exhibit Technician provides oversight to ensure exhibits systems and signs are in excellent condition. Additionally, this position will increase the capacity of the Exhibits Department in producing effective exhibits, interactives, and signage in a timely manner.

Essential Functions

Operational:

- Coordination with Manager and Exhibits Team to ensure all exhibits are functioning properly, safe for guests, and appropriately supplied, including evenings, weekends and holidays.
- Oversight of electronic signage systems, ensuring that each is up to date with accurate timely content and in full working order, including evenings, weekends and holidays.
- Oversee Exhibits Department work spaces and storage areas, maintain stock of supplies and ensure that equipment is in safe operating order at all times.
- Develop and regularly update Exhibits Department information and reporting systems.
- Continuously look for ways to improve exhibit functionality, maintenance, and upkeep with increased efficiency.

Design & Fabrication:

- Fabricate, install, maintain, and dismantle items needed for exhibits, interactives and signage.
- Assist with design, production and installation of exhibits, interactives and signage.
- Conduct required research in cost effective solutions, best-practices, and exhibit improvements.
- Collaborate with staff from throughout the Society on the development, build and/or implementation of exhibits and experiences.
- Other tasks as assigned.

Education:

- Minimum of a Bachelor’s Degree, a degree in Design preferred.

Experience, Skills and Personal Qualities Required:

- At least three years of experience working in a professional setting.
- Experience in a construction/fabrication (carpentry, painting, electrical)
- Experience working with hand tools, power tools and equipment.
- Experience preparing mounts for museum collections.
- Experience in graphic production (design, printing, mounting).
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe Creative Suite, Google Sketchup, AutoCAD.
- Proficiency in developing, maintaining digital technologies.
- Very strong organizational and problem-solving skills.
- Strong researching skills, including use of the Internet.
- An ability to work safely and efficiently in high-stress situations.
- Valid NYS driver’s license. Experience driving medium size box truck and fork lift preferred.
- Able to understand and act upon directives from supervisor and co-workers.
- Team player with strong sense of curiosity; an interest in science preferred.
- An interest in science.

Physical Demands:

- Walking within the Museum, daily.
- Operating power and hand tools.
- Lifting and moving exhibit elements and lumber, occasionally.
- Operating and using “man-lift” equipment, occasionally.
- Using solvent, adhesives and various cutting tools, regularly.
- Able to work evenings and weekends as necessary.

The Museum’s culture is one of collaboration, collegiality and teamwork. Candidates must enjoy working with people and have a desire to produce products and experiences of the highest quality. This job description is not intended to be interpreted as a comprehensive inventory of all duties, qualifications and work conditions. There will be times when the duties of this position will be modified in order to provide the best possible experience for our guests.

Signature of Employee

Date

Signature of Director of Exhibits

Date