

## **EXHIBIT TECHNICIAN**

**FORT COLLINS MUSEUM OF DISCOVERY**

**32 hours a week, \$18.00 an hour**

**Saturdays and Sundays, with additional weekday hours**



The Exhibits Technician reports to the Exhibits Coordinator and works closely with other staff towards the fabrication, installation, and maintenance of in-house, traveling and off-site exhibitions. The primary focus of this position is on the daily care and upkeep of exhibit components – specifically on weekends – ensuring they are maintained to a high level and conducting or arranging repairs when required. Candidate must be a “self-starter” with a strong customer service ethic, the ability to analyze situations and troubleshoot problems, and deliver appropriate solutions. Ideal candidates will possess a general working knowledge of accepted museum/gallery standards in regards to exhibit maintenance and construction, use of tools and equipment, and the ability to research, identify, and procure parts and supplies using online computer and printed catalogs and other sources.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Support exhibit maintenance and repair needs. Where possible, effect immediate repairs, and assess the need for changes in design or materials. When required, acquire parts, equipment or external expertise to assist in effecting repairs.
- Maintain exhibit maintenance records according to manufacturer’s warranty requirements.
- Utilize mechanical drawings, schematics, and product manuals towards repair and maintenance of exhibit components.
- Construct and install museum exhibit structures and other elements using a range of materials and tools/equipment. Must be comfortable working with a wide variety of power tools and workshop equipment: table saw, skill saw, pneumatic tools, router, etc.
- Maintain a clean, organized, and safe work environment. Observe safety and risk management procedures in public areas and work spaces.
- Maintain inventory of building materials, tools/equipment and exhibit consumables, and order supplies as needed.
- Assist in the setup and tear-down of temporary/traveling exhibits and displays. Participates in finish and detail work on exhibit environments.
- As required, assist with set-up and strike for special events and rental functions.
- As required, assist with exhibit-related work at off-site locations.
- Must be available on Saturdays and Sundays, with additional weekdays to make the full 32 hours.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities of museum employees, but may supervise volunteers, interns, and student staff.

## **PHYSICAL DEMANDS**

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

## **THE SUCCESSFUL CANDIDATE**

### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledgeable in the use of basic carpentry techniques, hand tools, power tools, basic electrical wiring and lighting, paints and adhesives, and associated safety practices. Prior experience in museum/gallery or tradeshow exhibit fabrication a plus.
- Basic understanding of audio-video equipment, with the ability to learn new skills in regards to operating and maintaining specialize A/V systems.
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to communicate effectively both orally and in writing.
- Ability to keep and maintain accurate records.

### **EDUCATION & EXPERIENCE**

Proven expertise or work experience with emphasis on design, museum studies, fine arts, or in a related specific trade/skill. Prior experience working in a museum or gallery environment a plus.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret design schematics, shop/fabrication drawings, and standard business documents. Ability to write reports, business correspondence, and procedural guides. Ability to effectively present information and respond to questions from co-workers and the general public.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Colorado driver's license is required.

### **APPLICATION PROCESS**

Please submit cover letter, resume, and three professional references to: [jobs@fcmmod.org](mailto:jobs@fcmmod.org). Applications will be reviewed and selected candidates will be interviewed. Additional analysis may be conducted. A post-background check and drug screen will be required.