



Exhibition Technician Apprentice, Part-Time

February 25, 2020

Summary:

This is a part-time, 15 hour per week position. The schedule is four (4) hours on Saturdays with hours to be determined between 10:00 – 5:00, four (4) hours on Sundays with hours to be determined between 11:00 a.m. - 5:00 p.m., and Mondays 9:30 a.m. to 5:00 p.m. This position will be responsible for maintaining exhibit areas and troubleshooting problems which affect exhibitions throughout the Springfield Museums with particular emphasis on those which are interactive in nature. Under the direction of the Manager of Exhibition Services, the incumbent will assist with the installation and de-installation of the permanent and temporary exhibitions, and maintenance of the permanent and temporary exhibit spaces.

Essential functions of the position include but are not limited to the following:

Circulate throughout and trouble-shooting problems affecting the operation of all the interactive exhibits within the Springfield Museums. Maintain permanent and temporary exhibit spaces to museum standards. Maintain regular cleaning schedule of the assigned exhibit spaces. As deemed necessary, disinfect areas and items regularly handled by the public. Clean exhibit cases and replace brochures. Monitor light levels in galleries. Walk-through buildings regularly to check lighting, general conditions, and cleanliness and respond accordingly. Keep the Museum Manager of Exhibition Services informed of exhibition/building issues.

As assigned and under the direction of the Manager of Exhibit Services or the Exhibition staff, assist in:

Fabricating, installing, maintaining and dismantling exhibitions; preparing galleries prior to exhibit installation; mounting permanent and temporary exhibitions; and mounting and installing labels.

Packing and crating exhibition components as requested; transporting display components inside and between Museums and other locations.

Supporting set-up personnel in preparing for and/or maintaining special events and routine procedures requiring extra assistance (i.e. packing large jobs, moving large objects, loading trucks, etc.)

Maintaining supplies and equipment; and communicating equipment or supply needs.

Perform other similar duties as required or assigned.

Qualifications include, but are not necessarily limited to:

Technical knowledge required to maintain interactive components for exhibition and permanent galleries. Training or experience in museum exhibition techniques and procedures; knowledge of latest packing and crating techniques; knowledge of physical properties of art and construction materials. A Bachelor's degree or 2-3 years of experience in related services required.

This position requires regular use of cleaning agents and occasional exposure to paint and other maintenance products. Occasional lifting or moving of item and/or material weighing up to 70 pounds. A valid Driver's license and weekend hours are required.

Individuals who are interested in applying for this position should send a cover letter and resume by March 9, 2020 to: kludwig@springfieldmuseums.org.